

CITY COUNCIL

Meeting Agenda

REGULAR MEETING VIRTUAL MEETING

MONDAY, FEBRUARY 14, 2022
at the conclusion of the COW Meeting

The Regular Meetings of City Council are filmed and can be viewed LIVE while the meeting is taking place via the attached Zoom link and dial-in phone number, on Facebook and on BCTV MAC Channel 99 or at your convenience at <https://www.readingpa.gov/content/city-council-video>.

Due to COVID-19, the public is prohibited from physically attending the meeting. To attend the meeting via our virtual app, please log-in using the link or the dial-in phone number below. Please see the Public Comment Instructions on Page 2.

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://readingpa.zoom.us/j/87179147114?pwd=K1ZsTmJXUk9wb0s1b29MeDR0Q0wvUT09>

Passcode: 050275

Or One tap mobile:

+13126266799,,87179147114#,,,,*050275# US (Chicago)

+16465588656,,87179147114#,,,,*050275# US (New York)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1 720 707 2699 or +1 253 215 8782 or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)

Webinar ID: 871 7914 7114

Passcode: 050275

RULES FOR PUBLIC PARTICIPATION AT COUNCIL MEETINGS

The Administrative Code, Section § 5-209 defines public participation at Council meetings.

1. Citizens attending Council meetings are expected to conduct themselves in a responsible and respectful manner that does not disrupt the meeting.
2. Those wishing to have conversations should do so in the hall outside Council Chambers in a low speaking voice.

3. Public comment will occur only during the Public Comment period listed on the agenda at the podium and must be directed to Council as a body and not to any individual Council member or public or elected official in attendance. Clapping, calling out, and/or cheering when a speaker finishes his comments is not permitted.
4. Citizens may not approach the Council tables at any time during the meeting.
5. Any person making threats of any type, personally offensive or impertinent remarks or any person becoming unruly while addressing Council may be called to order by the Presiding Officer and may be barred from speaking, removed from Council Chambers and/or cited.
6. Failure to abide by these regulations could result in your removal from Council Chambers and/or a citation. These regulations are meant to avoid disruptions at the meeting and they are not meant to interfere with public participation.

1. OPENING MATTERS

A. CALL TO ORDER

B. INVOCATION: Pastora Lisa Pena, Iglesia Respiro y Liberacion de Dios

C. PLEDGE TO THE FLAG

D. ROLL CALL

E. EXECUTIVE SESSIONS: There were executive sessions on personnel matters at the beginning of the January 31st COW, on litigation after the February 7th COW and on litigation after the February 14th COW.

2. PROCLAMATIONS AND PRESENTATIONS

- Recognizing Black History Month

3. PUBLIC COMMENT – AGENDA MATTERS:

Due to COVID-19 the public speaking requirements have been modified. Comments posted in Zoom Chat and on Facebook are not considered public comment and a response may not occur.

Public Comment Instructions:

- To comment at a Regular Business Meeting, citizens can register by calling or emailing the City Clerk's Office by noon on the day of the regular meeting. Instructions to access the virtual meeting app or dial-in will be provided upon registration. Call 610-655-6205 or e-mail council@readingpa.gov
- Public comment for Regular Business meetings will also be accepted in writing by 4pm on the day of the meeting through an e-mail to council@readingpa.gov. The message must clearly be marked as Public Comment. The comment received in writing will be read into the record at the Regular Meeting.

- Those wishing to provide in-person comment at a Regular Meeting in the Penn Room must register with the City Clerk no later than 4 pm on the day of the meeting by calling 610-655-6204 or emailing council@readingpa.gov. The procedure to register to comment by signing a registration sheet before the start of the regular meeting will be suspended until the meetings are fully opened with everyone gathering in Council Chambers.
- Public speaking rules adopted by Council allow those speaking on agenda matters to speak for 5 minutes and 3 minutes for non-agenda matters.

All remarks must be directed to Council as a body and not to any individual Council member or public or elected official in attendance. Any comment that is personally offensive or impertinent will not be read into the record. Comments on agenda matters are limited to 5 minutes in length and comments on non-agenda matters are limited to 3 minutes in length.

4. APPROVAL OF AGENDA & MINUTES

A. AGENDA: Meeting of February 14, 2022

B. MINUTES: January 24, 2022 Regular Meeting and approving the summations of discussion from the January 24th, January 31st, and February 7th COW and the February 7th Nominations meeting

5. Consent Agenda Legislation

The Consent Agenda is designed to provide efficient approval of non-controversial legislation that does not require discussion/debate by giving approval via acclamation when the meeting agenda is approved. The President of Council will call Council's attention to the list of Consent Agenda legislation at the meeting before action is taken, which allows Council to remove a piece of legislation for separate consideration.

A. Award of Contract – authorizing the purchase of 5 interview room camera system upgrades for the current system that has reached its end of its life cycle from Signalscape Inc., Cary NC, A GSA Federal Supply Service at the cost of \$39,644.99 in the Capital Budget

B. Resolution – adopting and submitting to the DEP for its approval a Sewage Facilities Planning Module for 1325-41 Scott Street, a revision to the “Official Sewage Facilities Plan” of the municipality

C. Resolution – adopting and submitting to the DEP for its approval a Sewage Facilities Planning Module for 916 N 9th Street, a revision to the “Official Sewage Facilities Plan” of the municipality

D. Resolution – adopting and submitting to the DEP for its approval a Sewage Facilities Planning Module for 234 N. 4th Street (a.k.a Super Natural Foods III), a revision to the “Official Sewage Facilities Plan” of the municipality

E. Resolution – adopting and submitting to the DEP for its approval a Sewage Facilities Planning Module for 650 Spring Street (a.k.a. Go-Puff Development), a revision to the “Official Sewage Facilities Plan” of the municipality

F. Resolution – adopting and submitting to the DEP for its approval a Sewage Facilities Planning Module for 1700 and 1716 North 12th Street (Albright College Exeter Hall Dormitory), a revision to the “Official Sewage Facilities Plan” of the municipality

G. Resolution – adopting and submitting to the DEP for its approval a Sewage Facilities Planning Module for 1010 Elm Street Daycare, a revision to the “Official Sewage Facilities Plan” of the municipality

H. Resolution – authorizing the Solicitor to execute the forms to approve the Repository Bid for 631 S 17th ½ Street

I. Award of Contract – to Laura E. Reppert of MSH Productions LLC at \$2,500 per month to plan and organize the City’s 275th Anniversary Celebration for a 2 year period

J. Award of Contract – to Kentech Consulting INC. Kentech Consulting INC provides services which include checks of Social Media Content / Online Content posted by individuals at a cost of \$50 per applicant. Kentech is specifically tailored to Law Enforcement and currently provides services for Federal, State, and Local agencies all across the United States.

K. Resolution – appointing Jeff Waltman to the BCAP Board with Brianna Tyson as alternate

L. Resolution – appointing Donna Reed as liaison to the BCTV Board with Brianna Tyson as alternate

M. Resolution – appointing Johanny Cepeda-Freytiz to the Blighted Property Review Committee with Brianna Tyson as alternate

N. Resolution – appointing Donna Reed to the Conversion Therapy Board with Johanny Cepeda-Freytiz as alternate

O. Resolution – appointing Melissa Ventura to the Diversity Board with Johanny Cepeda-Freytiz as alternate

P. Resolution – appointing Jeff Waltman to the Downtown Revitalization Public Private Partnership with Johanny Cepeda-Freytiz and Donna Reed as liaisons

Q. Resolution – appointing Marcia Goodman-Hinnershitz to the Environmental Advisory Council with Brianna Tyson as alternate

R. Resolution – appointing Johanny Cepeda-Freytiz as liaison to the Human Relations Commission

S. Resolution – appointing Jeff Waltman to the Local Redevelopment Authority

T. Resolution – appointing Marcia Goodman-Hinnershitz to the Mt. Penn Preserve Council of Governments Board

U. Resolution – appointing Marcia Goodman-Hinnershitz to the OPEB Board with Johanny Cepeda-Freytiz as alternate

V. Resolution – appointing Donna Reed as liaison to the Planning Commission with Johanny Cepeda-Freytiz as alternate

W. Resolution – appointing Donna Reed to the RATS Coordinating Committee with Jeff Waltman as alternate

X. Resolution – appointing Marcia Goodman-Hinnershitz and Melissa Ventura to the Recreation Commission with Wesley Butler as alternate

Y. Resolution – appointing Marcia Goodman-Hinnershitz, Johanny Cepeda-Freytiz to represent Council at joint meetings with the Reading School District with Wesley Butler as alternate

Z. Resolution – appointing Donna Reed as liaison to the Shade Tree Commission

AA. Resolution – appointing Donna Reed as liaison to the Stadium Commission

BB. Resolution – appointing Melissa Ventura, Johanny Cepeda-Freytiz and Wesley Butler as Council liaisons to the Youth Commission

CC. Resolution – appointing Marcia Goodman-Hinnershitz to the Audit Committee with Johanny Cepeda-Freytiz as alternate

DD. Resolution – appointing Marcia Goodman-Hinnershitz to the Capital Planning Committee with Johanny Cepeda-Freytiz as alternate

EE. Resolution – appointing Marcia Goodman-Hinnershitz to the Revenue Committee with Johanny Cepeda-Freytiz as alternate

FF. Award of Contract - for the free flowing potassium permanganate to Carus USA Peru, IL who is the second lowest bidder with total bid price of \$40,500.00. Carus was chosen over the lowest bidder due to the fact that the lowest bidder's material is too moist and clogs in the chemical feeder. The selected Bidder will not have a supply chain issue as they also manufacture the chemical whereas other bidders must get shipments from other companies. Therefore, the low bid of George S. Coyne Chemical is rejected as being not responsible under applicable law.

GG. Award of Contract - to Polydyne, Inc., Riceboro, GA the low bidder for Catonic Dry Polymer at a price of \$2.25/LB for approximately 60,000 pounds for conditioning domestic wastewater sludge for gravity belt thickening and belt filter press dewatering.

HH. Resolution - appointing EMS Deputy Chief Michael Sninsky as one of the Deputy Emergency Management Coordinators

II. Resolution – authorizing conditional offers of employment to the following Probationary Paramedics, effective March 1, 2022 to Cody Rosselli, Elizabeth Steffens, and Stacie Nein

JJ. Award of Contract - to 911 Safety Equipment LLC, Jeffersonville, PA to provide for the annual National Fire Protection Association (NFPA) required 3rd Party Inspections and repairs to Firefighter's Personal Protective Clothing (PPE). While the cost of the services may vary from year to year the total annual costs are not to exceed \$50,000.00 in any given year without further approval by Council. 911 Safety Equipment LLC is a PA COSTARS Vendor and the purchase is reflective of the COSTARS pricing.

6. ADMINISTRATIVE REPORT

7. REPORT FROM OFFICE OF THE AUDITOR

8. REPORT FROM DEPT. DIRECTORS, BOARDS, AUTHORITIES, & COMMISSIONS

Reading Redevelopment Authority – E. Schlegel, Chair

9. ORDINANCES FOR FINAL PASSAGE

A. Bill No. 106-2021 – amending the City Code Chapter 23 Part 1201 Downtown Revitalization Public Private Partnership ***Introduced at the December 13 regular meeting; tabled at the December 27, January 10, and January 24 regular meetings***

B. Bill No. 5-2022 – amending the 2022 Position Ordinance as per the Mayor to reflect a change to the title of the position of Executive Assistant in the Mayor's Office to Special Assistant and to reflect an increase in the base salary of the Special Assistant position from

\$53,000 to \$63,652.50 per annum ***Introduced at the December 27 regular meeting; tabled at the January 10 and January 24 regular meetings***

C. Bill No. 7-2022 – amending City Code Chapter 576 Part 9 Snow and Ice Emergency primarily regarding snow removal in the downtown ***Introduced at the January 10 meeting; tabled at the January 24 regular meeting***

D. Bill No. 11-2022 - amending City Code Chapter 180 Entitled “Construction Codes”, Part 8 entitled “International Building Code”, Section 802 entitled “Amendments”, Letter J. entitled “International Building/Fire Prevention Code Board of Appeals” Article 2 entitled “Membership”, Sections 2.3 entitled “Members” And 2.4 entitled “Qualifications” by allowing the participation of sitting HVAC, Electrical Examining Board and Plumbing Board of Examiners members to also serve on the International Building/Fire Board of Appeals ***Introduced at the January 24 regular meeting***

E. Bill 12-2022 - amending City Code Chapter 70 Personnel, Part 5 Leave, Vacations and Holidays, Section 70-502 Holidays, Letter A by adding Juneteenth, as attached ***Introduced at the January 24 regular meeting***

10. INTRODUCTION OF NEW ORDINANCES

A. Bill No. – authorizing the transfer of \$65,000 to the Council Budget from the General Fund to cover expenses associated with the 275th Anniversary for a 2 year period.

B. Bill – authorizing the appropriation of \$4M for the construction of the new 9th and Marion Fire Station, from Fund 43 City Facilities Construction Fund 2022 Budget.

C. Bill – authorizing the allocation of \$5M in ARPA funding for the 9th and Marion Fire Station.

D. Bill – authorizing the City to agree to a Right-of-Way and Temporary Construction Easement with the Berks County for the County’s Spring Valley Road Bridge Replacement Project.

E. Bill – approving settlement agreement pertaining to the outstanding loans related to the Book Bindery Building at 148 North Fourth Street

11. RESOLUTIONS

A. Resolution – reappointing Cecile Grimshaw to the Reading Area Water Authority

B. Resolution – appointing Dale Eisenhofer to the HVAC Board

C. Resolution – reappointing Kathryn Cobb-Holmes to the Human Relations Commission

D. Resolution – appointing Peter Rye to the Planning Commission

E. Resolution –

12. PUBLIC COMMENT – GENERAL MATTERS

Please see public speaking rules on second page

13. COUNCIL BUSINESS/COMMENTS

14. COUNCIL MEETING SCHEDULE

Monday, February 14

Committee of the Whole – 5 pm

Regular Meeting – immediately following COW

Monday, February 21

City Hall closed – President’s Day holiday

****Tuesday, February 22****

Nominations & Appointments Committee – 4 pm

Committee of the Whole – 5 pm

Public Works & Community and Economic Development

****Wednesday, February 23****

ARPA Funding – 5 pm

Monday, February 28

Committee of the Whole – 5 pm

Regular Meeting – 7 pm

15. ADJOURN

City of Reading City Council
Regular Meeting
January 24, 2020

Council President Waltman called the meeting to order. He announced that Councilor Butler is excused from this meeting due to a schedule conflict.

Due to COVID-19, the City changed the meeting format to a hybrid format with Council attending in-person at times and others attending virtually. In addition to providing the public with the ability to observe the Council meetings virtually, via telephone and view live on the BCTV MAC Channel 99 and Facebook Live, the Committee of the Whole and Regular Meetings will be shown in the Penn Room, on the first floor of City Hall – access the Penn Room using the doors on North 8th Street only. Public comment at regular meetings can occur virtually, in writing, via telephone or in-person in the Penn Room through Zoom. The meeting agendas are posted on the City's website 3 days prior to the meeting. All agendas include the Zoom meeting information (LINK and Dial In) to easily 'click and join' the meeting. Access meeting agendas at: https://www.readingpa.gov/council_minutes_agendas.

The invocation was given by City Auditor Maria Rodroquez.

All present pledged to the flag.

An executive session was held on city litigation at the close of the Committee of the Whole meeting on January 18, 2022.

ATTENDANCE

Council President Waltman
Councilor Tyson, District 1
Councilor Goodman-Hinnershitz, District 2
Councilor Ventura, District 3
Councilor Reed, District 5
Councilor Cepeda-Freytiz, District 6
Council Solicitor M. Gombar
City Auditor M. Rodriguez
Managing Director A. Amoros
City Clerk L. Kelleher
City Solicitor F. Lachat

PROCLAMATIONS AND PRESENTATIONS

Commendation – celebrating day-of-racial-healing-paint-solidarity issued to Edna Garcia, RIZE

PUBLIC COMMENT

Council President Waltman stated that there is one (1) citizen registered to address Council this evening virtually on non-agenda matters.

Dominic Raneri, no address provided, stated that he is aware of all the restrictions and concerns related to the pandemic which limits a citizen's access to City services and makes access more cumbersome. He expressed the belief that having City employees and officials work from home is ineffective and inefficient. He stated that the phone numbers he has been provided with are either inactive or a return call is not made. He stated that he also has not had responses to written communications. He asked City Council to consider asking the administration to take corrective action such as defining a response time for all communications from citizens.

Council President Waltman asked the City Clerk to contact Mr. Raneri and provide him with contact information for the managing director.

The managing director agreed to follow up if Mr. Raneri can provide specifics on which departments/divisions have failed to communicate properly. He stated that response within 24 hours is standard best practice.

APPROVAL OF THE AGENDA & MINUTES

Council President Waltman called Council's attention to the agenda for this meeting, including the legislation listed under the Consent Agenda heading and the minutes from the January 10th Regular Meeting of Council, along with the summation of discussion from the January 10th and 18th COW and the meeting summary from the January 18th Nominations and Appointments Committee. He stated that Resolution C on the Consent Agenda regarding the appointment of Mr. Zeiber to RATS will be considered under the Resolution heading.

The agenda for this meeting, including the Consent Agenda legislation, as amended, the minutes from the January 10th Regular Meeting of Council, and the summations of discussion listed were approved by acclimation.

Consent Agenda

The Consent Agenda is designed to provide efficient approval of non-controversial legislation that does not require discussion/debate by giving approval via acclimation when the meeting agenda is approved. The President of Council will call Council's attention to the list of Consent Agenda legislation at the meeting before action is taken, which allows Council to remove a piece of legislation for separate consideration.

A. Resolution 4-2022 – ratification of the Council Policy & Operations Handbook

B. Resolution 5-2022 – ratification of the policy agreement with BCTV

ADMINISTRATIVE REPORT

The managing director highlighted the mayor's activities since the last regular meeting and he highlighted the written report attached to the agenda:

FINANCE:

- The Finance Department completed the configuration of the Munis program, the new general ledger/accounting system, which is Phase 1 of the project. City staff will begin using it for purchasing and budget functions on February 1, 2022.

FIRE:

- The Fire Department, alongside the Public Works Department, Reading Recreation Commission, and Reading Area Water Authority, began to add water to the Schlegel Park Pool while temperatures allowed on January 13th and January 14th.
- The 9th and Marion Fire Station project site work is progressing. Residents living in the vicinity may notice loud noises during the workday due to drilling for the placement of the shoring piles. We apologize for any inconvenience this may cause and ask for their patience and understanding while the drilling is completed.

HUMAN RELATIONS COMMISSION:

- As of January 14th, HRC has:
 - 1,197 total rent and utility assistance applications were received (an addition of 26 applications since last reported).
 - 1,146 applications for rental assistance
 - 738 applicants were facing eviction
 - 302 applicants were not actively facing eviction
 - 106 applicants resided outside of the City but within the County.
 - 65 applications for utility assistance

LIBRARY:

- The Reading Public Library Northeast Branch received two letters praising their Virtual Yoga program with Anita Steele. Library patrons are providing positive feedback of the program and donating to the library due to their satisfaction.
- On Wednesday, January 5th, the RPL debuted on Elan Lift's "Talk It Out" program on WEEU. RPL staff will continue to be highlighted on the segment weekly, which airs at 4pm. During the 10 minute segment, staff will read a short story, poem, etc., and advocate for the City's libraries.

POLICE:

- The Reading Police Department currently has 13 officers in the Field Training Program. This group consists of December 2021 Academy graduates and January 2022 hires that were certified. In addition, nine officers are currently in Police Academy Training.

PUBLIC WORKS:

- Public Works staff cleaned the Duryea Drive Storm Swale and added this site to the Storm Hot Spot List to be checked on a monthly basis. PW Sewers staff will monitor the swale for illegal dumping.
- Public Works continues to monitor and address winter storms. The salt supply is fully stocked, and successful staffing, truck deployment, and equipment and building maintenance is occurring around the clock during each event.

Councilor Cepeda-Freytiz inquired about the reopening of the Schlegel Park pool. The managing director confirmed that the pool will reopen on Memorial Day weekend, as previously reported. He stated that he will provide monthly updates.

Councilor Cepeda-Freytiz inquired about the administration's work from home policies and the reopening of City Hall. The managing director stated that he is seeking counsel from the Fire Marshal/Emergency Management Coordinator. He noted that while the daily case count is dropping, he wants to avoid making hasty decisions which would put employees and citizens at risk.

Councilor Goodman-Hinnershitz noted that the City's leadership needs to lead by example by getting both vaccinations and the booster, which provides COVID-19 protection. She inquired how the system is working in the 8th Street foyer where various City forms and information is provided along with a drop box. She suggested installing a kiosk where forms and information can be obtained and submitted electronically.

The managing director expressed the belief that the system in the 8th Street foyer is highly successful. The CSC manages the drop box and helps to make sure the supply of forms is adequate. He added that all forms are also available on the City's website for those who are computer literate. He stated that he has had both vaccinations and the booster, noting that he also had COVID in late 2021 and it is no joke. He encouraged everyone to get vaccinated.

Councilor Reed thanked the Police and Public Works teams for quickly resolving the alley issue in the 1400 block of North Front Street. She questioned the mixed message the administration is sending by holding the State of the City address at the DoubleTree by invitation only, while City Hill is closed to the public. The managing director stated that this is the 2nd State of the City address held at the DoubleTree, noting that the large size of the ballroom provides ample space for social distancing. The fee will be covered by the mayor's office.

Councilor Reed inquired why the address is not made during a Council meeting as in the past. The managing director replied that the address has been separated from Council meetings for at least 10 years. The City Clerk noted in the Chat feature that the address was separated from Council meetings by former mayor McMahon around 2008.

Councilor Tyson inquired about the functionality of the iRequest system. The managing director stated that the recent problems with the system were resolved.

Councilor Cepeda-Freytiz noted the need for improved inter-council communication and improved communication between the administration and Council. The managing

director reminded everyone of their invitation to schedule regular meetings with him, noting his open door policy.

AUDITOR'S REPORT

City Auditor Rodriguez read the report attached to the agenda, in summary:

Real Estate Transfer Tax Revenue - Update as of December 31, 2021

For the month of December, the City's revenue was \$837,430.85 for Real Estate Transfer Tax. And as of December 31, 2021, \$8,793,785.75 has been recorded in revenue for this line item. This is the highest revenue amount recorded for this line item when compared to the previous four years. And in 2021, this revenue amount ended up with a surplus of \$4,093,785.75. Since January of this year, 2,583 transactions for Real Estate Transfer Tax have been completed, of which 2,179 transactions were taxable and 404 were non-taxable transactions. And about \$1.6 million in revenue was recorded in 2021 for properties that sold for more than a half a million dollar threshold.

Earned Income Tax / Earned Income Tax Prior Year – Update as of 12/30/2021

As of December 31, 2021, the City's General Fund had recorded \$21,139,108.06 in revenue for Earned Income Tax. Although about \$2.1 million less in revenue was budgeted for 2021 compared to 2020 budget, the City's YTD Earned Income Tax is higher this year by \$489,495.55 when compared to the YTD revenue amount recorded for the same period of 2020. Also, because the revenue that will be received in January of this year for EIT and EIT Prior will be accrued to 2021, this amount will be even higher.

Councilor Goodman-Hinnershitz thanked the Auditor for the detailed report on the Real Estate Transfer Tax, noting the large volume of transfers is not sustainable.

REPORT FROM DEPT. DIRECTORS, BOARDS, AUTHORITIES, & COMMISSIONS
None.

ORDINANCES FOR FINAL PASSAGE

A. Bill No. 106-2021 – amending the City Code Chapter 23 Part 1201 Downtown Revitalization Public Private Partnership ***Introduced at the December 13 regular meeting; tabled at the December 27 and January 10 regular meetings***

Councilor Goodman-Hinnershitz moved, seconded by Councilor Cepeda-Freytiz, to table Bill No. 106-2021.

Bill No. 106-2021 was tabled by the following vote:

Yeas: Cepeda-Freytiz, Goodman-Hinnershitz, Reed, Tyson, Ventura, Waltman,
President - 6
Nays: None - 0

B. Bill No. 5-2022 – amending the 2022 Position Ordinance as per the Mayor to reflect a change to the title of the position of Executive Assistant in the Mayor’s Office to Special Assistant and to reflect an increase in the base salary of the Special Assistant position from \$53,000 to \$63,652.50 per annum ***Introduced at the December 27 regular meeting; tabled at the January 10 regular meetings***

Councilor Goodman-Hinnershitz moved, seconded by Councilor Cepeda-Freytiz, to table Bill No. 5-2022.

Bill No. 5-2022 was tabled by the following vote:

Yeas: Cepeda-Freytiz, Goodman-Hinnershitz, Reed, Tyson, Ventura, Waltman,
President - 6
Nays: None - 0

C. Bill No. 7-2022 – amending City Code Chapter 576 Snow and Ice Emergency ***Introduced at the January 10 regular meeting***

Councilor Cepeda-Freytiz moved, seconded by Councilor Reed, to table Bill No. 7-2022.

Bill No. 7-2022 was tabled by the following vote:

Yeas: Cepeda-Freytiz, Goodman-Hinnershitz, Reed, Tyson, Ventura, Waltman,
President - 6
Nays: None - 0

D. Bill No. 8-2022 – authorizing the administration to write off the net unreimbursed cost allocations recorded between the General Fund and the City’s Water Fund where the City’s Water Fund was to reimburse the General Fund a net amount of \$157,636.48 will both be adjusted to zero ***Introduced at the January 10 regular meeting***

Councilor Reed moved, seconded by Councilor Goodman-Hinnershitz, to enact Bill No. 8-2022.

Bill No. 8-2022 was enacted by the following vote:

Yeas: Cepeda-Freytiz, Goodman-Hinnershitz, Reed, Tyson, Ventura, Waltman,
President - 6
Nays: None - 0

E. Bill No. 9-2022 – amending City Code Chapter 5, Part 202 General Provisions by adding the Third Class City Code requirement for council members to be sworn into office within 14 days of the organization meeting ***Introduced at the January 10 regular meeting***

Councilor Reed moved, seconded by Councilor Goodman-Hinnershitz, to enact Bill No. 9-2022.

Bill No. 9-2022 was enacted by the following vote:

Yeas: Cepeda-Freytiz, Goodman-Hinnershitz, Reed, Tyson, Ventura, Waltman,
President - 6
Nays: None - 0

F. Bill No. 10-2022 – – directing the Berks County Board of Elections to place a referendum question before city voters on the 2022 Primary Election Ballot which would amend the City of Reading Home Rule Charter by eliminating the requirement for the City's Public Works Director to be a civil engineer ***Introduced at the January 10 regular meeting***

Councilor Goodman-Hinnershitz moved, seconded by Councilor Cepeda-Freytiz, to enact Bill No. 10-2022.

Bill No. 10-2022 was enacted by the following vote:

Yeas - Cepeda-Freytiz, Goodman-Hinnershitz, Reed, Tyson, Waltman, President - 5
Nays: – Ventura - 1

INTRODUCTION OF NEW ORDINANCES

Councilor Goodman-Hinnershitz read the following ordinances into the record:

A. Bill No. - amending City Code Chapter 180 Entitled "Construction Codes", Part 8 entitled "International Building Code", Section 802 entitled "Amendments", Letter J. entitled "International Building/Fire Prevention Code Board Of Appeals" Article 2 entitled "Membership", Sections 2.3 entitled "Members" And 2.4 entitled "Qualifications" by allowing the participation of HVAC, Electrical Examining Board and Plumbing Board of Examiners to also serve on the International Building/Fire Board of Appeals

B. Bill - amending Chapter 70 Personnel, Part 5 Leave, Vacations and Holidays, Section 70-502 Holidays, Letter A by adding Juneteenth, as attached

RESOLUTIONS

Relocated from the Consent Agenda:

C. Resolution 6-2022 – appointing Kyle Zeiber to RATS (Reading Area Transportation Study)

Councilor Cepeda-Freytiz moved, seconded by Councilor Goodman-Hinnershitz, to adopt Resolution No. 6- 2022.

Councilor Goodman-Hinnershitz moved, seconded by Councilor Reed, to amend Resolution 6-2022 by adding that the appointment is to the RATS Technical Committee.

The amendment to Resolution 6-2022 was approved by the following vote:

Yeas - Cepeda-Freytiz, Goodman-Hinnershitz, Reed, Tyson, Ventura, Waltman,
President - 6
Nays: None 0

Councilor Reed explained the difference between the RATS Technical Committee and RATS Coordinating Committee. She stated that the Technical Committee oversees project details and the RATS Coordinating Committee considers road projects for the entire County.

Councilor Tyson questioned why one of the pieces of legislation tabled at the last meeting was not on the agenda.

Resolution 6-2022 was adopted, as amended, by the following vote:

Yeas - Cepeda-Freytiz, Goodman-Hinnershitz, Reed, Tyson, Ventura, Waltman,
President - 6
Nays: None 0

A. Resolution No. 7-2022 – appointing Johanny Cepeda-Freytiz as Council Vice President

Councilor Goodman-Hinnershitz moved, seconded by Councilor Reed, to adopt Resolution No. 7-2022.

Councilor Goodman-Hinnershitz thanked Councilor Cepeda-Freytiz for stepping into this leadership role. She stated that her great style of communication will help issues stay on track.

Councilor Cepeda-Freytiz thanked Council for their support and for providing her with this opportunity. She noted that she looks forward to working for the greater good of City residents and the City itself.

Resolution 7-2022 was adopted by the following vote:

**Yeas - Cepeda-Freytiz, Goodman-Hinnershitz, Reed, Tyson, Ventura, Waltman,
President - 6**

Nays: None - 0

B. Resolution 8-2022 – appointing Linda Kelleher as City Clerk

Councilor Reed moved, seconded by Councilor Ventura, to adopt Resolution No. 8-2022.

Resolution 8-2022 was adopted by the following vote:

**Yeas - Cepeda-Freytiz, Goodman-Hinnershitz, Reed, Tyson, Ventura, Waltman,
President - 6**

Nays: None - 0

C. Resolution 9-2022 – reappointing Craig Breneiser to the Fire Civil Service Board

D. Resolution 10-2022 – appointing Sarah Crothers to the Environmental Advisory Council

E. Resolution 11-2022 – reappointing Robert Conklin to the Planning Commission

Councilor Cepeda-Freytiz moved, seconded by Councilor Ventura, to adopt Resolution Nos. 9-11-2022.

Resolutions 9-11-2022 were adopted by the following vote:

**Yeas - Cepeda-Freytiz, Goodman-Hinnershitz, Reed, Tyson, Ventura, Waltman,
President - 6**

Nays: None - 0

COUNCIL COMMENT

Councilor Cepeda-Freytiz thanked Council for appointing her as Vice President and she promised to work hard for the overall community. She thanked Mr. Raneri for making public comment. She noted the good work by Ms. Garcia, RIZE and the Solidarity Committee. She announced the January 25th Berks Latino Work Force job fair at 450 South 6th Street from 10 am-2 pm. She gave a shout out to the LGBT Center for the programs they hold for the community. She also stated that a Berks Launch Box will be held on January 26th.

Councilor Goodman-Hinnershitz noted the need to restore the Dove located in City Park and the Turtle located at Perkiomen Avenue and Hill Road. She announced that the Groundhog's Day event at the Pagoda will be held on February 2nd at 6:45 am.

Council President Waltman announced the upcoming meeting schedule. The City Clerk reminded everyone about the additional COW meeting on January 31st, the fifth Monday of January.

Councilor Reed moved, seconded by Councilor Cepeda-Freytiz, to adjourn the regular meeting of Council.

Respectfully submitted by Linda A. Kelleher CMC, City Clerk

TO: City Council
FROM: Richard Tornielli, Chief of Police
PREPARED BY: Cheryl Pentheny, Captain, Criminal Investigations Division
MEETING DATE: February 14, 2022
AGENDA MEMO DATE: January 21, 2022
RECOMMENDED ACTION: Awarding of contract to Signalscape, Inc. for purchase of interview room camera system upgrade.

RECOMMENDATION

The recommendation is to award the contract for purchase of upgraded camera system for the five (5) interview rooms in the Criminal Investigations Division Signalscape Inc., 200 Regency Forest Drive, Suite 310, Cary, NC 27518.

BACKGROUND

This purchase is to update the existing camera recording system being used in five (5) interview rooms within the Criminal Investigations Division. The current system is approx. 10 years old and is reaching its end of life for the current equipment. The system is used to audio and video record interviews conducted in the five (5) interview rooms. These interviews are necessary for use in investigations and prosecutions. The equipment is also utilized to monitor individuals being held in the interview rooms relative to criminal investigations and monitor juveniles as required by federal requirements. This purchase will upgrade the existing system's cameras to HD quality, upgrade the computer equipment used for recording and storage and includes five (5) years of Support and Maintenance on the equipment. Signalscape Inc is a member of GSA.

BUDGETARY IMPACT

The project will be funded through the Capitol Improvement Projects Budget account number 34-08-30-4801. The total award amount is \$39,644.99.

SUBSEQUENT ACTION

Formal action by Council is required to award the contract at the February 14, 2022 Council meeting.

RECOMMENDED BY

Chief of Police.

RECOMMENDED MOTION

Approve/Deny the recommendation for approving the purchase of 5 interview room camera system upgrades to upgrade the current system already in use that has reached its end of life cycle and the contract to be awarded to Signalscape Inc.

cc: File



Signalscape, Inc.
200 Regency Forest Drive
Suite 310
Cary, NC 27518
919-859-4565
DEAL 4443
10/12/2021

Name	Price	Qty	Disc.	Subtotal
UINR-HD - Upgrade StarWitness Interviewer HD System PC-based recording system: Desktop case, Intel CPU with 16 GB of RAM Windows 10 Professional 64-bit DSP, Video Storage Hard Drive Array: RAID 1 (mirrored) array of 2x 4TB SATA drives, Optical: DVD-RW Dual Layer SATA Drive, USB Compact Keyboard and USB Mouse, Audio capture: Balanced and unbalanced, Primary video capture: HD-SDI Picture-in-Picture video capture: HD-SDI, Recording capacity: Over 750 hrs. Video/audio quality: Full-frame-rate HD video synchronized with high-quality audio, StarWitness Interviewer software features: Bookmarking, Timeshifted playback, Background recording.	\$8,785.71	5	-\$13,178.57	\$30,749.99
UINR-CAM-HD-DOM-CU - Upgrade StarWitness Interviewer Dome HD Close-up Camera Kit Close-up HD dome camera and components for connection to existing StarWitness interview room installation. Ideal for wall or ceiling placement in interview recording environments.	\$542.86	5	-\$814.29	\$1,900.01
UINR-CAM-HD-DOM-WA - Upgrade StarWitness Interviewer Dome HD Wide-angle Camera Kit Wide-angle HD dome camera and components for connection to existing StarWitness interview room installation. Ideal for ceiling or wall placement in interview recording environments.	\$542.86	5	-\$814.29	\$1,900.01
MINR - Support and Maintenance (1 yr) for Interviewer Software updates software releases and patches. Technical support including phone email and remote login for StarWitness Interviewer. (Support and maintenance will increase by approximately 4% annually.)	\$1,455.71	5	-\$2,183.57	\$5,094.99
Subtotal				\$39,644.99



Signalscape, Inc.
200 Regency Forest Drive
Suite 310
Cary, NC 27518
919-859-4565
DEAL 4443
10/12/2021

Tax 1 (0%)	\$0.00
Total	\$39,644.99

All sales subject to terms and conditions, downloadable at the following web link:
<https://s3.amazonaws.com/pandadocimages/Commercial+Terms+and+Conditions.pdf>

This quote is valid for 45 days from date of generation.
GSA Number: GS-35F-0190M

To request an invoice for this quote please email rominaq@signalscape.com.

Drafted by: Public Works
Sponsored/Referred by: Acting Public Works Director
Introduced on: 2-14-22
Advertised on: N/A

RESOLUTION NO. _____ 2022

RESOLUTION OF THE COUNCIL OF THE CITY OF READING, BERKS COUNTY,
PENNSYLVANIA (hereinafter "the municipality") TO ADOPT THE SEWER PLANNING
MODULE FOR THE 1325-1341 SCOTT STREET SUBDIVISION

WHEREAS, Section 5 of the Act of January 24, 1966, P.L.1535, No. 537 known as the "Pennsylvania Sewage Facilities Act", as amended and the Rules and Regulations of the Pennsylvania Department of Environmental Resources adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania code, requires the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes, and to revise said plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management, and

WHEREAS, Robert D. and Robert E. Billman has proposed the subdivision of parcels located at 1325 and 1341 Scott Street for single family residential use to be served by new sewer connections (tap-ins) with a combined total sewer reservation of 4 EDU's which is described in the attached Sewage Facilities Planning Module, and

WHEREAS, the City of Reading finds that this land development, as described in the attached Sewage Facilities Planning Module, conforms to the sewage regulations prescribed by the City code of ordinances and other applicable municipal ordinances including the City's Act 537 program for pollution control and water quality management,

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Reading hereby adopts and submits to the Department of Environmental Protection for its approval as a revision to the "Official Sewage Facilities Plan" of the municipality the above referenced Sewage Facilities Planning Module which is attached hereto.

ADOPTED BY COUNCIL _____ 2022

COUNCIL PRESIDENT

ATTEST:

CITY CLERK

Drafted by: Public Works
Sponsored/Referred by: Acting Public Works Director
Introduced on: 2-14-22
Advertised on: N/A

RESOLUTION NO. _____ 2022

RESOLUTION OF THE COUNCIL OF THE CITY OF READING, BERKS COUNTY,
PENNSYLVANIA (hereinafter "the municipality") TO ADOPT THE SEWER PLANNING
MODULE FOR THE 916 N. 9TH STREET – OVERLOAD REAL ESTATE HOLDINGS
APARTMENTS

WHEREAS, Section 5 of the Act of January 24, 1966, P.L.1535, No. 537 known as the "Pennsylvania Sewage Facilities Act", as amended and the Rules and Regulations of the Pennsylvania Department of Environmental Resources adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania code, requires the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes, and to revise said plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management, and

WHEREAS, the Overload Real Estate Holdings has proposed the building redevelopment of the parcel at 916 North 9th Street for commercial use for a total sewer reservation of 9 EDU's which is described in the attached Sewage Facilities Planning Module, and

WHEREAS, the City of Reading finds that this land development described in the attached Sewage Facilities Planning Modules conforms to the sewage regulations prescribed by the City code of ordinances and other applicable municipal ordinances including the City's Act 537 program for pollution control and water quality management,

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Reading hereby adopts and submits to the Department of Environmental Protection for its approval as a revision to the "Official Sewage Facilities Plan" of the municipality the above referenced Sewage Facilities Planning Module which is attached hereto.

ADOPTED BY COUNCIL _____ 2022

COUNCIL PRESIDENT

ATTEST:

CITY CLERK

Drafted by: Public Works
Sponsored/Referred by: Acting Public Works Director
Introduced on: 2-14-22
Advertised on: N/A

RESOLUTION NO. _____ 2022

RESOLUTION OF THE COUNCIL OF THE CITY OF READING, BERKS COUNTY,
PENNSYLVANIA (hereinafter "the municipality") TO ADOPT THE SEWER PLANNING
MODULE FOR THE 234 N. 4TH STREET – SUPER NATURAL FOODS III
DEVELOPMENT

WHEREAS, Section 5 of the Act of January 24, 1966, P.L.1535, No. 537 known as the "Pennsylvania Sewage Facilities Act", as amended and the Rules and Regulations of the Pennsylvania Department of Environmental Resources adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania code, requires the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes, and to revise said plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management, and

WHEREAS, KBLJ, LLC has proposed the renovation of the parcel at 234 N. 4th Street (a.k.a Super Natural Foods III) for a total sewer reservation of 5 EDU's which is described in the attached Sewage Facilities Planning Module, and

WHEREAS, the City of Reading finds that this land development as described in the attached Sewage Facilities Planning Module conforms to the sewage regulations prescribed by the City code of ordinances and other applicable municipal ordinances including the City's Act 537 program for pollution control and water quality management,

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Reading hereby adopts and submits to the Department of Environmental Protection for its approval as a revision to the "Official Sewage Facilities Plan" of the municipality the above referenced Sewage Facilities Planning Module which is attached hereto.

ADOPTED BY COUNCIL _____ 2022

COUNCIL PRESIDENT

ATTEST:

CITY CLERK

Drafted by: Public Works
Sponsored/Referred by: Acting Public Works Director
Introduced on: 2-14-22
Advertised on: N/A

RESOLUTION NO. _____ 2022

RESOLUTION OF THE COUNCIL OF THE CITY OF READING, BERKS COUNTY,
PENNSYLVANIA (hereinafter "the municipality") TO ADOPT THE SEWER PLANNING
MODULE FOR THE 650 SPRING STREET - GO-PUFF DEVELOPMENT

WHEREAS, Section 5 of the Act of January 24, 1966, P.L.1535, No. 537 known as the "Pennsylvania Sewage Facilities Act", as amended and the Rules and Regulations of the Pennsylvania Department of Environmental Resources adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania code, requires the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes, and to revise said plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management, and

WHEREAS, The Douglas Development Corp. has proposed the renovation of the building on the parcel at 650 Spring (a.k.a. Go-Puff Development) for commercial use with a total sewer reservation of 4 EDU's which is described in the attached Sewage Facilities Planning Module, and

WHEREAS, the City of Reading finds that this land development, as described in the attached Sewage Facilities Planning Module, conforms to the sewage regulations prescribed by the City code of ordinances and other applicable municipal ordinances including the City's Act 537 program for pollution control and water quality management,

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Reading hereby adopts and submits to the Department of Environmental Protection for its approval as a revision to the "Official Sewage Facilities Plan" of the municipality the above referenced Sewage Facilities Planning Module which is attached hereto.

ADOPTED BY COUNCIL _____ 2022

COUNCIL PRESIDENT

ATTEST:

CITY CLERK

Drafted by: Public Works
Sponsored/Referred by: Acting Public Works Director
Introduced on: 2-14-22
Advertised on: N/A

RESOLUTION NO. _____ 2022

RESOLUTION OF THE COUNCIL OF THE CITY OF READING, BERKS COUNTY,
PENNSYLVANIA (hereinafter "the municipality") TO ADOPT THE SEWER PLANNING
MODULE FOR THE ALBRIGHT COLLEGE – EXETER HALL

WHEREAS, Section 5 of the Act of January 24, 1966, P.L.1535, No. 537 known as the "Pennsylvania Sewage Facilities Act", as amended and the Rules and Regulations of the Pennsylvania Department of Environmental Resources adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania code, requires the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes, and to revise said plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management, and

WHEREAS, Albright College has proposed the development of the Exeter Hall dormitory building to be constructed on the parcels currently identified as 1700 and 1716 N. 12TH Street to be served by a new sewer connection with a total sewer reservation of 44 EDU's which is described in the attached Sewage Facilities Planning Module, and

WHEREAS, the City of Reading finds that this land development as described in the attached Sewage Facilities Planning Modules conforms to the sewage regulations prescribed by the City code of ordinances and other applicable municipal ordinances including the City's Act 537 program for pollution control and water quality management,

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Reading hereby adopts and submits to the Department of Environmental Protection for its approval as a

revision to the "Official Sewage Facilities Plan" of the municipality the above referenced Sewage Facilities Planning Module which is attached hereto.

ADOPTED BY COUNCIL _____ 2022

COUNCIL PRESIDENT

ATTEST:

CITY CLERK

Drafted by: Public Works
Sponsored/Referred by: Acting Public Works Director
Introduced on: 2-14-22
Advertised on: N/A

RESOLUTION NO. _____ 2022

RESOLUTION OF THE COUNCIL OF THE CITY OF READING, BERKS COUNTY,
PENNSYLVANIA (hereinafter "the municipality") TO ADOPT THE SEWER PLANNING
MODULE FOR THE 1010 ELM ST. DAYCARE

WHEREAS, Section 5 of the Act of January 24, 1966, P.L.1535, No. 537 known as the "Pennsylvania Sewage Facilities Act", as amended and the Rules and Regulations of the Pennsylvania Department of Environmental Resources adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania code, requires the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes, and to revise said plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management, and

WHEREAS, the G&A Development Group has proposed the daycare development located at 1010 Elm Street for a total sewer reservation of 7 EDU's as described in the attached Sewage Facilities Planning Module, and

WHEREAS, the City of Reading finds that this land development, as described in the attached Sewage Facilities Planning Module, conforms to the sewage regulations prescribed by the City code of ordinances and other applicable municipal ordinances including the City's Act 537 program for pollution control and water quality management,

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Reading hereby adopts and submits to the Department of Environmental Protection for its approval as a revision to the "Official Sewage Facilities Plan" of the municipality the above referenced Sewage Facilities Planning Module which is attached hereto.

ADOPTED BY COUNCIL _____ 2022

COUNCIL PRESIDENT

ATTEST:

CITY CLERK

Drafted by	City Clerk
Sponsored by/Referred by	City Council
Introduced on	2-14-21
Advertised on	N/A

RESOLUTION NO. ____-2022

NOW THEREFORE, The Council of the City of Reading hereby resolves as follows:

In accordance with Administrative Code Section 5-810 City Council authorizes and directs the City Solicitor to execute, under the seal of the City of Reading, attested to by the City Clerk, an acknowledgment form APPROVING the bids made at the Berks County Tax Claim Repository Tax Sale for the following properties:

Sale #	Property Address	Bid Amount	Delinquency Total	Years Owned	Bidder
15-16187	631 S 17 ½ ST	\$510	1,691.20	8	Kevin Martin

And furthermore City Council authorizes and directs the City Solicitor to execute, under the seal of the City of Reading, attested to by the City Clerk, an acknowledgment form REJECTING the bids made at the Berks County Tax Claim Repository Tax Sale for the following properties:

NONE

Adopted by Council February____, 2022

President of Council

Attest:

City Clerk



TO: City Council
FROM: 275th Steering Committee
PREPARED BY: City Clerk
MEETING DATE: February 14, 2022
AGENDA MEMO DATE: Feb 7, 2022
RECOMMENDED ACTION: Awarding of contract to Laura E. Reppert of MSH Productions LLC to plan, organize, etc. the City's 275th Anniversary for a two (2) year period

RECOMMENDATION

The recommendation is to award a contract to Laura E. Reppert of MSH Productions LLC to plan, organize etc. the City's 275th Anniversary for a two (2) year period.

BACKGROUND

The City organized a Steering Committee in mid-2021 to begin planning for the City's 275th Anniversary celebration and identified the need to retain the services of a consultant who is experienced in event planning and organization to lead this effort. A job description was prepared and the position was advertised yielding two applicants.

After interviews, the Committee offered the position to Laura E. Reppert of MSH Productions LLC for a two (2) year period at \$2,500 per month.

BUDGETARY IMPACT

The position will be funded with \$10,000 from the Council Budget 275th line item and \$50,000 from the General Fund.

SUBSEQUENT ACTION

Formal action by Council is required to award the contract at the February 14, 2022 Council meeting.

RECOMMENDED BY

275th Steering Committee

RECOMMENDED MOTION

Approve/Deny the recommendation

cc: File

CONSULTANT CONTRACT

THIS CONSULTANT CONTRACT (hereinafter called "CONTRACT") is made this 1st day of February, 2022, by and between THE CITY OF READING (hereinafter called "CITY") and LAURA E. REPPERT of the MSH Productions LLC, (hereinafter called "CONSULTANT").

WITNESSETH:

WHEREAS, the CITY desires to retain a Consultant to organize events, meetings, activities, community relations and other services related to the City's 275th Anniversary celebration; and

WHEREAS, said parties desire to set forth the terms of the consultant arrangements in writing pursuant to the terms and conditions of this Contract.

NOW, THEREFORE, the parties hereto agree as follows:

1. Retention

(a) The CITY hereby retains the CONSULTANT as a "1099-independent consultant" / on a temporary basis to assist with the City's 275th Anniversary celebration beginning on March 16, 2022 and ending on December 31, 2023, with the CONTRACT ending after a wrap-up meeting on or before February 28, 2024.

(i) The CITY recognizes and agrees that CONSULTANT may assign certain duties hereunder from time-to-time to other individuals or organizations with any fees to be approved by the CITY in advance.

(ii) The CITY reserves the right to hire additional consultants or interns to assist the CONSULTANT with additional services or projects at the sole discretion of the CITY.

(iii) The CONSULTANT shall prepare documentation about all events, meetings, activities, community relations and other services related to the City's 275th Anniversary celebration and provide that documentation to the CITY for historical purposes prior to the end date of this contract.

(b) CONSULTANT shall devote all time, energy, skill and best efforts to the performance of the duties required hereunder in a manner which will faithfully and diligently further the business and interests of the CITY. CONSULTANT shall comply with the CITY'S policies and procedures and the CITY's direction at all times. CONSULTANT shall not engage in any other business activities which shall interfere with CONSULTANT's ability to perform the duties hereunder or which may otherwise negatively reflect upon or adversely affect the CITY. CONSULTANT shall maintain professional liability or malpractice insurance at all times covering the duties and services provided or to be provided hereunder.

2. Basic Services. The CONSULTANT agrees perform the duties outlined in Exhibit A and other duties as directed by the CITY.

3. Compensation. The CITY shall pay the CONSULTANT the aforesaid SIXTY THOUSAND DOLLARS (\$60,000.00) in monthly increments of TWO THOUSAND FIVE HUNDRED DOLLARS per month (commencing with a payment on February 1, 2022) through invoices submitted by the CONSULTANT and paid by the Berks County Community Foundation (BCCF). The CONSULTANT shall receive no other benefits except reimbursements as authorized and approved by the CITY.

4. Severability. The invalidity or unenforceability of any particular provision or part of any provision of this Contract shall not affect the other provisions or parts hereof. If any provision is determined to be invalid or unenforceable by a court of competent jurisdiction, the balance of the Contract with remain in effect.

5. Notices. All notices hereunder shall be in writing and shall be sufficiently given if hand-delivered, sent by documented overnight delivery service or register or certified mail, postage prepaid, return receipt requested or by telegram, fax or telecopy (confirmed by U.S. Mail), receipt acknowledged, addressed as set forth below or to such other person and/or at such other address as may be furnished in writing by any party hereto to the other.

(a) If to CITY: City Clerk
815 Washington Street
Reading, PA 19601

(b) If to CONSULTANT: MSH Productions LLC

1541 Montgomery Street
Reading, PA 19601

6. Governing Law. This Contract is made pursuant to, and shall be construed and enforced in accordance with the internal laws of the Commonwealth of Pennsylvania (and United States federal law, to the extent applicable), without giving effect to otherwise applicable principles of conflicts of law.

7. Entire Contract and Modification. This Contract constitutes the entire agreement between the parties hereto with respect to the matters contemplated herein supersedes all prior agreements and understandings with respect thereto. Any amendment, modification, or waiver of this Contract shall not be effective unless in writing. Neither the failure nor any delay on the part of any party to exercise any right, remedy, power, or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power or privilege preclude any other further exercise of the same or of any other right, remedy, power or privilege with respect to any occurrence by construed as a waiver of any right, remedy, power or privilege with respect to any other occurrence.

8. Headings. The headings of paragraphs in this Contract are for convenience only and shall not affect its interpretation.

9. Counterparts. This Contract may be executed in counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to constitute the one and same Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be duly executed the day and year first above written.

THE CITY OF READING

By: _____

Attest: _____

MSH Productions LLC

CONSULTANT: _____(SEAL)

EXHIBIT A

Special Events Coordinator

General Statement of Duties

The purpose of this position is to organize meetings, events, activities, and community relations associated with the celebration of the City's 275th Anniversary with the Steering Committee, the subcommittees and the public.

Essential Duties and Responsibilities

The following duties are not to be construed as exclusive or all-inclusive, as other duties may be required and assigned:

- Directs, supervises, and evaluates the planning, organizing, administering, marketing of meetings, events, activities and publicity associated with the celebration and investigates service delivery problems and implements solutions. Makes recommendations to the Steering Committee for events and activities.
- Coordinates with technical, professional, and administrative staff, as well as contractors and volunteers. Interviews and recommends the hiring of volunteers, advisory groups members, employees and service providers. Prepares volunteers assigned to assist at events and activities.
- Develops budgets for events and activities and performs fundraising, including sponsorships, to support events and activities
- Prepares and submits the required Special Events applications required by City policy.
- Negotiates contracts and monitors contracted services. Prepares requests for proposals, contracts and bid specifications for equipment and services. Assures contract provisions meet City standards. Evaluates contractor's performance and recommends extending or terminating contracts. Provides technical assistance and information to contract service providers.
- Provides advice, information and recommendations to City officials. Directs research and report development for public presentations. Prepares and delivers reports to City Council, other elected or appointed officials, committees/task forces, community and/or advocacy groups. Represents the City with other public agencies.
- Serves as liaison between city and other civic and community groups. Responds to public inquiries, requests and concerns.
- Utilizes word processing, spreadsheet and database software applications. Applies knowledge of current technology to enhance and upgrade service delivery.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Public Administration, Political Science, Marketing or a related field, or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities and significant knowledge of the City's history.

A minimum of three (3) years' experience in (or combined in) public or business administration or marketing.

Knowledge of the City's history. Any combination of education and experience in office administration, event planning, budgeting, fundraising and troubleshooting.

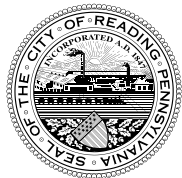
Requires a valid PA driver's license.

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to apply knowledge and experience to work situations observed and to create/design new, innovative approaches.

Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as computer keyboard/typewriter, calculator/adding machine, telephone, photocopier, and fax machine.

Requirements included in this specification may be subject to modification in order to reasonable accommodate individuals with disabilities who are otherwise qualified to perform the essential duties of the job.



AGENDA MEMO

POLICE DEPARTMENT

TO: City Council
FROM: Richard Tornielli, Chief of Police
PREPARED BY: Aaron Demko, Lieutenant, Internal Affairs
MEETING DATE: February 14, 2022
AGENDA MEMO DATE: February 01, 2022
RECOMMENDED ACTION: Awarding of contract to Kentech Consulting INC, to provide services to assist the Reading Police Department in conducting comprehensive background investigations of Police applicants. Specifically, checking Applicants Social Media Content / Online Content.

RECOMMENDATION

The recommendation is to award the contract for services to Kentech Consulting INC. Kentech Consulting INC provides services which include checks of Social Media Content / Online Content posted by individuals. They are specifically tailored to Law Enforcement and currently provide services for Federal, State, and Local agencies all across the United States.

BACKGROUND

Currently the Reading Police Department has no set standard in place for checking the Social Media content / online content posted by its applicants. We began research on how other agencies handle this issue and found that Baltimore City PD has a standard in place for checking applicants Social Media content. We specifically choose Baltimore PD because of the size of their agency and the massive number of applicants they process each year..... We reached out to them and spoke with the Lieutenant who is in charge of their recruitment unit and oversees background investigations.

Through speaking with them it was found that years ago, the Baltimore Police Department felt the need to conduct checks of applicant's social media accounts / online content. Initially they were having applicants log in to City Computers and background investigators were scrolling through trying to look for inappropriate content. This practice proved to be very time consuming for their investigators and there was also a lot of things not found or missed by investigators.

They eventually chose to use the Vendor Kentech Consulting, INC to check social media content / online content of applicants. *It should be noted that Kentech is also used for the same purposes by US Department of State, US Department of Justice, BATF, NYPD, Chicago PD, and many other Law Enforcement agencies across the US. Both Federal, State, and Local.*

Baltimore Police Department provided us with an internal document which shows that their use of Kentech Consulting, INC was reviewed by the United States Department of Justice. Upon review, the DOJ approved their background investigation process and the use of Kentech. Since implementing this, BPD has not had any legal challenges to this practice and has found Kentech to be very effective in locating inappropriate online content.

The content posted online by applicants, and/or current employees, can have a direct negative impact on us as an agency / City. Especially when that content is inappropriate. It is important that we conduct thorough checks of this content as part of our comprehensive background investigation process. Thus far, we have not been able to locate any other companies that have been reviewed by the US Department of Justice. It is for this reason that we believe Kentech is unique in this regard.

Using Kentech Consulting INC's services will require us to sign a User Agreement. This agreement was reviewed by the City of Reading's Legal Team and approved by them. The agreement does not include any commitment to time frames for their services and we may stop using Kentech Consulting INC at any time should we so choose.

BUDGETARY IMPACT

The project will be funded through the Capital Improvement Projects Budget. Account number 34-08-30-4801, Project Code 34-06-30-105. The total award amount will vary based on how many Police applicants we perform background investigations for. Cost will be \$50 per applicant.

SUBSEQUENT ACTION

Formal action by Council is required to award the contract at the February 14, 2022 Council meeting.

RECOMMENDED BY

Chief of Police.

RECOMMENDED MOTION

Approve/Deny the recommendation for approving the purchase of services from Kentech Consulting, INC

cc: File

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

RESOLUTION NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Jeff Waltman is appointed as Council representative to the Berks
Community Action Program (BCAP) with Brianna Tyson as alternate.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

RESOLUTION NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Donna Reed is appointed as Council liaison to the BCTV Board with
Brianna Tyson as alternate.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

R E S O L U T I O N NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Johanny Cepeda-Freytiz is appointed as Council representative to the
Blighted Property Review Committee with Brianna Tyson as alternate.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

R E S O L U T I O N NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Donna Reed is appointed as Council representative on the Conversion
Therapy Board with Johanny Cepeda-Freytiz as alternate.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

RESOLUTION NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Melissa Ventura is appointed as Council representative to the
Diversity Board with Johanny Cepeda-Freytiz as alternate.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

RESOLUTION NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Jeffrey Waltman is appointed as Council representative to the
Downtown Revitalization Public Private Partnership (P3) with Johanny
Cepeda-Freytiz and Donna Reed as alternates.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

RESOLUTION NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Marcia Goodman-Hinnershitz is appointed as Council representative
to the Environmental Advisory Council with Brianna Tyson as alternate.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

R E S O L U T I O N NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Johanny Cepeda-Freytiz is appointed as Council liaison to the Human
Relations Commission.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

RESOLUTION NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Jeffrey Waltman is appointed as Council representative to the Local
Redevelopment Authority.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

RESOLUTION NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Marcia Goodman-Hinnershitz is appointed as Council representative
to the Mt. Penn Preserve Council of Governments Executive Committee.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

R E S O L U T I O N NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Marcia Goodman-Hinnershitz is appointed as Council representative
on the Other Post-Employment Benefits (OPEB) Board with Johanny
Cepeda-Freytiz as alternate.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

R E S O L U T I O N NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Donna Reed is appointed as Council liaison to the Planning
Commission with Johanny Cepeda-Freytiz as alternate.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

R E S O L U T I O N NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Donna Reed is appointed as Council liaison to the Reading Area
Transportation Study Coordinating Committee with Jeffrey Waltman as
alternate.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

R E S O L U T I O N NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Marcia Goodman-Hinnershitz and Melissa Ventura are appointed as
Council representatives to the Recreation Commission with Wesley Butler
as alternate.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

R E S O L U T I O N NO. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Marcia Goodman-Hinnershitz and Johanny Cepeda-Freytiz are
appointed as Council representatives to the School District Work Group
with Wesley Butler as alternate.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

R E S O L U T I O N N O. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Donna Reed is appointed as Council liaison to the Shade Tree
Commission.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

R E S O L U T I O N N O. _____

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Donna Reed is appointed as Council liaison to the Stadium
Commission.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by _____ Deputy City Clerk
Sponsored by/Referred by City Council

R E S O L U T I O N N O. _____-2022

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

Appointing Melissa Ventura, Johanny Cepeda-Freytiz and Wesley Butler as
Council liaisons to the Youth Commission.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by
Sponsored by/Referred by

Deputy City Clerk
City Council

RESOLUTION NO. ____-2022

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

Appointing Marcia Goodman-Hinnershitz to the Audit Committee with
Johanny Cepeda-Freytiz as alternate.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by Deputy City Clerk
Sponsored by/Referred by City Council

RESOLUTION NO. _____-2022

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

Appointing Marcia Goodman-Hinnershitz to the Capital Planning
Committee with Johanny Cepeda-Freytiz as alternate.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by _____ Deputy City Clerk
Sponsored by/Referred by City Council

RESOLUTION NO. _____-2022

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

Appointing Marcia Goodman-Hinnershitz to the Revenue Committee with
Johanny Cepeda-Freytiz as alternate.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk



AGENDA MEMO

DEPARTMENT OF ADMINISTRATIVE SERVICES

TO: City Council
FROM: Tammi Reinhart, Purchasing Coordinator
PREPARED BY: Tammi Reinhart, Purchasing Coordinator
MEETING DATE: February 28, 2022
AGENDA MEMO DATE: February 8, 2022
RECOMMENDED ACTION: Awarding of Contract for Free Flowing Potassium Permanganate

RECOMMENDATION

The recommendation is to award the contract for the free flowing potassium permanganate to Carus USA 315 Fifth Street, Peru, IL 61354 who is not the low bidder with total bid price of \$40,500.00. We chose Carus over the lowest bidder due to the fact that the lowest bidder's material is too moist and clogs in the chemical feeder. The selected Bidder will not have supply chain issue due to the fact they also manufacture the chemical whereas other bidders must get shipments from another company.

BACKGROUND

Bids for the free flowing potassium permanganate for the Wastewater Treatment Plant were received on December 3, 2021.

A copy of the Schedule of Bids is attached for your review.

BUDGETARY IMPACT

The Wastewater Treatment Plant/Department of Public Works has confirmed there are sufficient funds in budget account code 54-07-44-4513 to cover the chemical.

PREVIOUS ACTION

None

SUBSEQUENT ACTION

Formal action by Council is required to award the contract at the February 28, 2022 meeting.

RECOMMENDED BY

Mayor, Managing Director, Director of Finance, Wastewater Superintendent, Acting Director of Public Works, Controller and Purchasing Coordinator.

February 8, 2022

To the Mayor
City Hall

Reading, PA

The following bids were opened and scheduled, with a Contract to be awarded or the bids rejected.

**BIDS FOR POTASSIUM PERMANGANATE SOLUTION FOR THE CITY OF
READING, PENNSYLVANIA WASTEWATER TREATMENT PLANT**

BIDDER

TOTAL BID PRICE

George S. Coyne Chemical
3015 State Road
Croydon, PA 19021

\$29,619.00

Carus LLC.
315 5th Street
Peru, IL 61354

\$40,500.00

Tammi Reinhart
Purchasing Coordinator



AGENDA MEMO

DEPARTMENT OF ADMINISTRATIVE SERVICES

TO: City Council
FROM: Tammi Reinhart, Purchasing Coordinator
PREPARED BY: Tammi Reinhart, Purchasing Coordinator
MEETING DATE: February 14, 2022
AGENDA MEMO DATE: February 8, 2022
RECOMMENDED ACTION: Awarding of Contract for Cationic Dry Polymer

RECOMMENDATION

The recommendation is to award the contract to Polydyne, Inc., One Chemical Plant Road, Riceboro, GA 31323 who is the low bidder, at a price of \$2.25/LB for approximately 60,000 pounds.

BACKGROUND

The bid was issued for conditioning domestic wastewater sludge for gravity belt thickening and belt filter press dewatering, for approximately 60,000 pounds of Cationic Dry Polymer.

BUDGETARY IMPACT

The Department of Waste Water Treatment has confirmed there are sufficient funds in budget account code 54-07-44-4513 for this contract.

PREVIOUS ACTION

None.

SUBSEQUENT ACTION

Formal action by Council is needed to award the contract at the February 14, 2022 meeting.

RECOMMENDED BY

Mayor, Managing Director, Acting Public Works Director, Director of Finance, Controller and Purchasing Coordinator.

RECOMMENDED MOTION

Approve/Deny the recommendation to award the contract to Polydyne, Inc. for the purchase of Cationic dry polymer.

February 8, 2022

To the Mayor
City Hall
Reading, PA

The following bids were opened and scheduled, with a Contract to be awarded or the bids rejected.

**FOR APPROX. 60,000 POUNDS OF CATIONIC POLYMER FLOCCULANT C3230
OR APPROVED EQUAL FOR THE CITY OF READING, PENNSYLVANIA, WASTE
WATER TREATMENT PLANT.**

<u>BIDDER</u>	<u>BID PRICE</u>	<u>TOTAL BID PRICE</u>
Polydyne, Inc. One Chemical Plant Road Riceboro, GA 31323	\$2.25/lb	\$191,250.00

365 days / yr. / 43 days = 8.5 deliveries.
8.5 deliveries / yr * \$22,500.00/ delivery = \$191,250.00 total dollars / year

<u>BIDDER</u>	<u>BID PRICE</u>	<u>TOTAL BID PRICE</u>
Brenntag Northeast, LLC 81 West Huller Lane Reading, PA 19605	\$3.85/lb	\$ 327,250.00

calculate price per pound
\$38,500.00 / 5 bags / each bag 2000 lbs = \$3.85/lb

Total yearly cost on deliver per 43days

So 365 days / yr. / 43 days = 8.5 deliveries / year.

8.5 deliveries per year * \$38,500.00 per delivery = \$327,250.00 per year.

Juanita Komoro
Purchasing Assistant



AGENDA MEMO

FIRE DEPARTMENT

TO: City Council
FROM: Fire Chief William Stoudt Jr.
PREPARED BY: Fire Chief William Stoudt Jr.
MEETING DATE: February 14th 2022
AGENDA MEMO DATE: February 4th 2022
REQUESTED ACTION: Appointment of Deputy Emergency Management Coordinator

RECOMMENDATION

The Fire Chief requests the approval of the resolution appointing EMS Deputy Chief Michael Sninsky as one of the Deputy Emergency Management Coordinators.

BACKGROUND

In 2019 then EMS Deputy Chief Walter Bauer along with Lt. Kirk Litzenberger were appointed as Deputy Emergency Management Coordinators to provide assistance to the City's Emergency Management Coordinator. Deputy Chief Bauer retired in January of 2021 and Deputy Chief Michael Sninsky was promoted to replace him, however although he spent a great deal of time assisting the Emergency Management Coordinator and Deputy Coordinator he was never officially appointed as one of the Deputy Coordinators.

BUDGETARY IMPACT

None.

PREVIOUS ACTIONS

None

SUBSEQUENT ACTION

Council to take action to approve the resolution appointing EMS Deputy Chief Michael Sninsky as a Deputy Emergency Management Coordinator.

RECOMMENDED BY

The Fire Chief recommends approval.

RECOMMENDED MOTION

Approval of the resolution appointing EMS Deputy Chief Michael Sninsky as one of the City Of Reading's Deputy Emergency Management Coordinators.

Drafted by	Fire Chief
Sponsored by/Referred by	Fire Chief/Man Director
Introduced on	February 14 th 2022
Advertised on	N/A

RESOLUTION NO. _____ 2022

Whereas, in accordance with Title 35, each municipality must have a local emergency management coordinator and an up-to-date emergency operations plan. The coordinator shall be professionally competent and capable of exerting leadership, planning, training, and effecting coordination among operating agencies of government and controlling coordinated operations. The municipal coordinator helps the community to achieve proper levels of preparedness, response, recovery, and mitigation for various emergencies or disasters that might affect the municipality, and.

Whereas, While Fire Marshal Jeremy Searfoss has been designated by the Mayor and Managing Director to act as the Emergency Management Coordinator for the City of Reading and,

Whereas, it is the intention of the City of Reading to further ensure the proper levels of preparedness, response, recovery, and mitigation in the absence of the Emergency Management Coordinator, and to provide assistance to the Emergency Management Coordinator during times of Emergencies and Disasters.

Whereas, in 2019 Lieutenant Kirk Litzenberger had been appointed to serve as one of two Deputy Emergency Management Coordinators.

Whereas, EMS Deputy Chief Michael Sninsky has and will continue to receive the training required of an Emergency Management Coordinator and provide assistance to the City's Emergency Management Coordinator, The Reading City Council hereby appoints EMS Deputy Chief Michael Sninsky to serve as one of the City's two Deputy Emergency Management Coordinators.

NOW THEREFORE BE IT HEREBY RESOLVED AS FOLLOWS:

Naming EMS Deputy Chief Michael Sninsky as the City of Reading's Deputy Emergency Management Coordinator to assist the Emergency Management Coordinator in the oversight and implementation of the City's Emergency Operations Plan.

Adopted by Council _____, 2022

Jeffrey Waltman
President of Council

Attest:

Linda A. Kelleher CMC City Clerk



AGENDA MEMO

FIRE DEPARTMENT

TO: City Council
FROM: Fire Chief William I. Stoudt, Jr.
PREPARED BY: Fire Chief William I. Stoudt, Jr.
MEETING DATE: February 14, 2022
AGENDA MEMO DATE: February 8, 2022
REQUESTED ACTION: Authorize the Hiring of 3 Paramedics

RECOMMENDATION

The Mayor and Fire Chief recommend the hiring of the following Civil Service Testing Candidates: **For the position of Paramedic:**
Cody Rosselli
Elizabeth Steffens
Stacie Nein

BACKGROUND

There are current vacancies as a result of retirements and promotions. The above named candidates completed the Civil Service process by taking and passing the written, physical ability and oral examinations for the position of Paramedic.

BUDGETARY IMPACT

These funded positions have become vacant due to retirements or promotion and are part of the current year's budget, in addition, these hiring's will lessen the departments need to fill current vacancies with overtime.

PREVIOUS ACTIONS

None

SUBSEQUENT ACTION

Council to take action to approve a resolution to authorize the above names candidates to the positions listed.

RECOMMENDED BY

The Mayor and Fire Chief recommend approval.

RECOMMENDED MOTION

Approve/deny the resolution authorizing the hiring of the named individuals to the positions listed.

Drafted by	Fire Chief and Fire Administrative Officer
Sponsored by/Referred by	Fire Chief
Introduced on	February 14 th 2022
Advertised on	N/A

RESOLUTION NO. __ 2022

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS FOLLOWS:

Authorizing conditional offer of employment to the following Probationary Paramedic to be effective March 1st 2022;

For the position of Paramedic/Firefighter:

Cody Rosselli
Elizabeth Steffens
Stacie Nein

The department's offer of employment is conditional upon successful completion of the required training.

Adopted by Council _____, 2022

Jeffrey Waltman
President of Council

Attest:

Linda A. Kelleher CMC
City Clerk



AGENDA MEMO

FIRE DEPARTMENT

TO: City Council
FROM: Fire Chief William I. Stoudt, Jr.
PREPARED BY: Fire Chief William I. Stoudt, Jr.
MEETING DATE: February 14th 2022
AGENDA MEMO DATE: February 4th 2022

REQUESTED ACTION: Council's approval of the contract to provide for the required 3rd Party Inspections and repair of Firefighter's Personal Protective Clothing.

RECOMMENDATION:

The recommendation is for Council to approve the contract with 911 Safety Equipment LLC, 9 S Forest Ave. Ste 200, Jeffersonville, PA 19403 to provide for the annual National Fire Protection Association (NFPA) required 3rd Party Inspections and repairs to Firefighter's Personal Protective Clothing (PPE). While the cost of the services may vary from year to year the total annual costs are not to exceed \$50,000.00 in any given year without further approval by Council. 911 Safety Equipment LLC is a PA COSTARS Vendor and the purchase is reflective of the COSTARS pricing.

BACKGROUND:

The purpose of the this contract and the project is to provide the Inspections and Repairs to the Firefighters PPE in accordance with NFPA 1851 the National Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting

BUDGETARY IMPACT

There is \$50,000.00 for the project included and approved as part of the 2022 General Fund Budget. The price list for cleaning various PPE and other gear and equipment is attached to this memo.

PREVIOUS ACTIONS

Approval of the project as part of the 2022 General Fund Budget.

SUBSEQUENT ACTION

Formal action by Council is required to approve the contract with 911 Safety LLC for the Inspection and repairs to the Firefighters Personal Protective Equipment.

RECOMMENDED BY:

The Fire Chief

RECOMMENDED MOTION:

Approve/deny the recommendation of the contract with 911 Safety LLC for the Inspection and Repair of the Firefighter's PPE with 911 Safety Equipment LLC, 9 S Forest Ave. Ste 200, Jeffersonville, PA 19403

911 Clean and Repair Pricing

Effective Jan 4, 2016

ALL GARMENTS WILL BE LAUNDERED IF NOT ALREADY CLEAN UPON ARRIVAL

Service Performed	Code	Price	10%off
911Clean clean coat or pant	911CCOP	\$ 46.00	\$ 41.40
911Clean clean proximity coat or pant	911CCPCOP	\$ 53.00	\$ 47.70
911Clean clean overall	911CCC	\$ 28.00	\$ 25.20
911Clean clean wildland coat or pant	911CCWCOP	\$ 23.00	\$ 20.70
911Clean clean helmet	911CCHE	\$ 33.00	\$ 29.70
911Clean clean pair of boots (rubber)	911CCB	\$ 33.00	\$ 29.70
911Clean clean pair of boots (leather)	911CCLB	\$ 33.00	\$ 29.70
leather boot toe cap (each)	911LBTC	\$ 28.00	\$ 25.20
911Clean clean hood	911CCHO	\$ 10.00	\$ 9.00
911Clean clean gloves	911CCG	\$ 10.00	\$ 9.00
911Clean clean suspender	911CCS	\$ 6.00	\$ 5.40
911Clean clean blood	911CCFOB	\$ 24.00	\$ 21.60
911Clean clean fuel	911CCFOF	\$ 41.00	\$ 36.90
911Clean inspection port	911CIP	\$ 33.00	\$ 29.70
911Clean inspection	911CI	\$ 15.00	\$ 13.50
Trim- Lettering-Patches			
Install Lettering, sew-on, any size, any color, per letter	911CLET	\$ 5.13	\$ 4.61
Trim entire coat	911CTEC	\$ 223.45	\$ 201.11
Trim around arm (one band)	911CTAAB	\$ 29.32	\$ 26.38
Trim around arm (two bands)	911CTAAB2	\$ 63.55	\$ 57.20
Trim around arms (four bands)	911CTAAB4	\$ 94.71	\$ 85.24
Trim chest or hem (one band)	911CRTCH1	\$ 56.38	\$ 50.74
Trim chest and hem (two bands)	911CRTCH2	\$ 90.20	\$ 81.18
Trim Minor-less than 4"	911CRT4	\$ 28.70	\$ 25.83
Trim around one leg	911CTAL1	\$ 34.24	\$ 30.81
Trim around legs (pair)	911CTAL2	\$ 68.47	\$ 61.62
Trim on side of legs pair	911CTLS	\$ 73.80	\$ 66.42
Sew on existing letter placard	911CSONP	\$ 5.92	\$ 5.33
Patch for letter placard (sew on)	911CPSO	\$ 33.41	\$ 30.07
Two Line Patch for Letter Placard (Sew on)	911CPSO2	\$ 41.00	\$ 36.90
Patch velcro	911CVP1	\$ 36.44	\$ 32.80
Patch velcro & pile on coat	911CVP2	\$ 44.04	\$ 39.63
Patch Snap (patch only)	911CSP1	\$ 33.41	\$ 30.07
Patch snap & male snap on coat	911CSP2	\$ 42.52	\$ 38.27
Letter Patch, Manufacture as Hanging Patch (tail), Sew-On	911CHLPSO	\$ 45.66	\$ 41.10
Letter Patch, Manufacture as Hanging Patch (tail),removable	911CHLPR	\$ 56.61	\$ 50.95
Coat & Pant			
Replace snap	911CRS	\$ 6.68	\$ 6.01
Replace hook	911CRHOOK	\$ 13.67	\$ 12.30
Replace D-ring	911CRDRING	\$ 15.03	\$ 13.53
Patch/repair moisture barrier	911CPMB	\$ 40.09	\$ 36.08
Patch/repair thermal liner	911CPTL	\$ 38.75	\$ 33.07
Patch 3x3	911CP33	\$ 7.44	\$ 6.70
Patch 6x6	911CP66	\$ 10.78	\$ 9.70
Patch 10x10	911CP10	\$ 25.06	\$ 22.55
Restitch seam	911CRSEAM	\$ 6.68	\$ 6.01
Restitch trim	911CRT	\$ 6.68	\$ 6.01
Replace velcro minor	911CRVMI	\$ 18.22	\$ 16.40

Note : Lion Ventilated Trim additional 20%. Dragonhide Reinforcements additional 50%

1/3

911 Clean and Repair Pricing

Effective Jan 4, 2016

Replace velcro major	911CRVMJ	\$ 28.85	\$ 25.97
Replace cuff liner snaps (ONE)	911CRCLS1	\$ 11.69	\$ 10.52
Replace cuff liner snaps (TWO)	911CRCLS2	\$ 23.39	\$ 21.05
Replace suspender button	911CRSB	\$ 8.35	\$ 7.52
Pockets			
Patch pocket 10x10 reinforced	911CPPR10	\$ 35.35	\$ 31.82
Patch Pocket, 8"h x 8"w	911CPP8	\$ 23.57	\$ 21.21
Patch Pocket, 10"h x 10"w	911CPP10	\$ 44.04	\$ 39.63
Full Expansion Pocket, 8"h x 8"w x 2"d (ONE)	911CBP8	\$ 44.74	\$ 40.27
Full Expansion Pocket, 10"h x 10"w x 2"d (ONE)	911CBP10	\$ 49.54	\$ 44.59
Full Expansion Pocket, 9"h x 10"w x 2"d (ONE)	911CBP9X10	\$ 44.74	\$ 40.27
Full bellow pocket (TWO)	911CFBP2	\$ 82.68	\$ 74.42
Full bellow pocket reinforced (TWO)	911CFBPR2	\$ 100.79	\$ 90.71
Semi Expansion Pocket, 10"h x 10"w x 2"d x 0"	911CSBP10	\$ 44.74	\$ 40.27
Radio pocket	911CRP	\$ 50.11	\$ 45.10
Radio pocket reinforced	911CRPR	\$ 60.13	\$ 54.12
Replace pocket reinforcement (ONE)	911CRPR1	\$ 25.06	\$ 22.55
Replace pocket reinforcement (TWO)	911CRPR2	\$ 38.42	\$ 34.58
PFD record pocket	911CPFDRP	\$ 58.46	\$ 52.62
Install Pocket Divider. Provide location	911CIPD	\$ 13.26	\$ 11.93
Reinforce Exterior of Pocket, all three sides, bottom. Up half way	911CREP	\$ 20.62	\$ 18.56
Reinforce Interior of Pocket using Arashield/Kevlar Twill. Top to bottom	911CRIPAK	\$ 24.02	\$ 21.62
Split Pocket Flap. (Provide measurement)	911CSPF	\$ 42.72	\$ 38.44
Thermal liner pocket	911CTLP	\$ 22.78	\$ 20.50
Coat			
Replace thumb wristlet (TWO)	911CRTW2	\$ 60.13	\$ 54.12
Replace thumb wristlet (ONE)	911CRTW1	\$ 30.37	\$ 27.33
911 microphone tab	911CMT	\$ 13.36	\$ 12.03
911 pass strap	911CPS	\$ 13.36	\$ 12.03
911 Flashlight loop	911CFL	\$ 13.36	\$ 12.03
911 Flash light holder (holds Survivor, Big Ed, etc. styles)	911CFHSL90	\$ 34.93	\$ 31.43
911 utility hook	911CUH	\$ 13.36	\$ 12.03
Replace collar OUTERSHELL	911CRCO	\$ 63.47	\$ 57.13
Replace Collar Tab	911CRCT	\$ 27.99	\$ 25.19
Shorten Hem (Shell/Liner/Moisture Barrier). Requires removal	911CSCH	\$ 222.92	\$ 200.62
Shorten Sleeves (Shell/Liner/Moisture Barrier). Requires removal and installation of cuffs, wristlets, waterwell, and hardware	911CSS	\$ 188.33	\$ 169.50
Lengthen Sleeves (Shell/Liner/Moisture Barrier). Requires removal and installation of cuffs, wristlets, waterwell, and hardware	911CLS	\$ 314.43	\$ 282.98
Lengthen Hem (Shell/Liner/Moisture Barrier). Requires removal and installation of trim, pockets, and hardware	911CLCH	\$ 418.61	\$ 376.75
Enlarge Jacket (Shell/Liner/Moisture Barrier)	911CCBJ-EJ	\$ 370.26	\$ 333.23
Take-In Jacket (Shell/Liner/Moisture Barrier)	911CCBJ-TIJ	\$ 216.28	\$ 194.65
Coat cuff (HALF)	911CRCC0	\$ 13.36	\$ 12.03
Coat cuff (ONE)	911CRCC1	\$ 23.39	\$ 21.05
Coat cuffs (TWO)	911CRCC2	\$ 43.43	\$ 39.09
Replace elbows (ONE)	911CRE1	\$ 21.26	\$ 19.13

Note : Lion Ventilated Trim additional 20%. Dragonhide Reinforcements additional 50%

2/3

911 Clean and Repair Pricing

Effective Jan 4, 2016

Replace elbow (PAIR)	911CRE2	\$ 42.52	\$ 38.27
Replace shoulder patches (ONE)	911CRSP1	\$ 23.39	\$ 21.05
Replace shoulder patches (TWO)	911CRSP2	\$ 40.09	\$ 36.08
Replace coat zipper	911CRZ	\$ 59.22	\$ 53.30
Replace Liner Collar Velcro attachment	911CCBJ	\$ 121.00	\$ 108.90
Hook or Loop-> 10"	911CRH10+	\$ 33.41	\$ 30.07
Hook or Loop-> 4"	911CRH4+	\$ 16.70	\$ 15.03
Hook or Loop-< 4"	911CRH4-	\$ 24.30	\$ 21.87
Replace waterwell and wristlet (ONE)	911CRWW	\$ 75.32	\$ 67.79
Replace wristlet (ONE)	911CRW1	\$ 41.76	\$ 37.58
Replace wristlet (TWO)	911CRW2	\$ 83.52	\$ 75.17
velcro storm flap	911CVSF	\$ 36.44	\$ 32.80
replace waterwell	911CRW	\$ 54.67	\$ 49.20
Trouser Belt, 2" Self fabric	911CTB2	\$ 96.50	\$ 86.85
DRD Drag Rescue Device, Lion Apparel	911CCBDRD	\$ 228.31	\$ 205.48
DRD Drag Rescue Device, Lion Apparel FF Recovery Harness Installed ONLY	911CCBDRDIN	\$ 37.28	\$ 33.55
Replace Liner Assembly Binding Tape	911CCBJRBT	\$ 27.99	\$ 25.19
Replace Liner Assembly Binding Tape < 5'	911CCBJ-RBT1	\$ 9.61	\$ 8.65
Pant			
Replace knee reinforcement(ONE)	911CRKR1	\$ 27.83	\$ 25.05
Replace knee reinforcement(TWO)	911CRKR2	\$ 49.31	\$ 44.38
Install Knee Padding, In Shell,2, layers of thermal liner, Includes Knee Reinforcement(ONE)	911CPK1	\$ 72.89	\$ 65.60
Install Knee Padding, In Shell, priced per pair, layers of thermal liner Includes Knee Reinforcement(TWO)	911CPK2	\$ 114.89	\$ 103.40
Morning Pride Replacement Knee(pr)	911CPRKP	\$ 179.01	\$ 161.11
Repair Cuff, Patch or Stitch	911CRCC0	\$ 23.39	\$ 21.05
Pant cuff (ONE)	911CRPC1	\$ 35.84	\$ 32.25
Pant cuff (TWO)	911CRPC2	\$ 56.03	\$ 50.43
Replace take up strap-fabric & hardware	911CRTS	\$ 28.24	\$ 25.42
Replace pant zipper	911CRPZ	\$ 42.52	\$ 38.27
liner zipper	911CLZ	\$ 42.52	\$ 38.27
Fly hook or loop	911CFHOL	\$ 13.36	\$ 12.03
Fly hook and loop	911CFH7L	\$ 25.51	\$ 22.96
Replace leg zippers pair	911CRPLZ2	\$ 150.33	\$ 135.30
Install bellow leg zipper for boot pair	911CIB&Z2	\$ 104.78	\$ 94.30
911 harness loops per loop	911CHLP	\$ 16.70	\$ 15.03
911 Harness loop set (7)	911CHLPSET	\$116.93	\$105.23
Rebuild crotch	911CRC	\$ 133.30	\$ 119.97
Lengthen pants (up to 4")	911CLP	\$ 223.42	\$ 201.08
Shorten pant (up to 4")	911CSP	\$ 163.84	\$ 147.46
Take-In Waist (Shell/Liner/Moisture Barrier), Requires removal and installation of waistband and hardware	911CRWS	\$ 195.65	\$ 176.09
Increase Waist(Shell/Liner/Moisture Barrier), Requires removal and installation of waistband and hardware	911CIWS	\$ 274.42	\$ 246.98

Third party verified to NFPA 1851
Please call or e-mail us with your address, # of boxes, weight, and we will fax you FedEx labels.
911CLEAN IS A SUBSIDIARY OF 911 Safety Equipment LLC

Note : Lion Ventilated Trim additional 20%. Dragonhide Reinforcements additional 50%

3 /3

TO: City Council
FROM: Abraham Amorós, Managing Director
PREPARED BY: Maritza Loaiza, Special Assistant
MEETING DATE: February 9th, 2022
AGENDA MEMO DATE: February 14th, 2022

FINANCE:

- The Finance Department went live with the new general ledger/accounting system, Tyler Munis, on February 7th. City staff has begun utilizing the system for all 2022 transactions.
- The Finance Department's Information Technology Division completed 457 Help Desk tickets in January 2022.
- The IT Division also completed the installation of upgrades (minus two screens that are currently on backorder) to the video equipment in Council Chambers. Training for key City staff members is scheduled for Thursday, February 17th.
- The IT Division created new Council District maps for the City Clerk's Office
- The IT Division has purchased 50 additional Fortitokes for employee VPN access. In addition, docking stations were recently received and distributed to users for PC and notebook units.
- The Finance Department's Citizen Service Center, with the assistance of the Police Desk Sergeant, successfully tested various panic buttons/alarms.
- The CSC followed their shutdown procedures and protocols and are happy to report that it ran day-to-day operations smoothly during the last two weeks in January.
- The CSC mailed 2022 Business Privilege License reminders out, and staff has been busy processing renewals, payments, and out-of-business notifications.
- The Finance Department's Purchasing Department provided the following proposal deadline reminders:
 - As advertised, proposals for the Penn Square RPQ are due on February 18th. Walking tours are currently being scheduled with interested parties.
 - Proposals for design services for the Centre Park Revitalization Project are due on February 24th.

FIRE:

- In January, the Fire Department's Training Division provided the required CPR refresher course. In addition, they also receive training on the new Lucas devices that the 2020 Assistance to Fire grant purchased. The Lucas device delivers the CPR chest compressions mechanically. The new devices will be available on City ambulances soon.
- The 9th and Marion Fire Station project site work is progressing. Shoring around the perimeter was completed. Next, they will begin to pour the footers as weather permits.

LIBRARY:

- The Reading Public Library's main branch received a wonderful visit from Congresswoman Chrissy Houlahan and Mayor Moran on January 31st. Various services the library provides to the community were discussed during the visit. Also, the positive impact of funds from the American Rescue Plan, which enabled the library to provide covid testing services and digitize the Pennsylvania historical collection, was highlighted.
- The RPL completed an ARPA application for \$24,545. The funds will be utilized to curate a more diverse and inclusive collection of ebooks/audiobooks in Hoopla Flex. The

focus of the new material will be from "Own Voices" and previously underrepresented authors and materials.

POLICE:

- The Reading Police Department's Reading Youth Academy has started its training sessions in partnership with the Olivet Boys and Girls Club. RPD continues to work with the Reading/Muhlenberg CTC to develop a pathway for Youth Academy cadets to enter a CTC program and become certified dispatchers.
- The RPD's Lt. Lillis received 100 gun locks. He will be taking them with him to various community events and promoting them on social media for residents to obtain and ensure firearms are secure from children.
- The RPD's Lt. Lillis is scheduled to speak to Kutztown University's Criminal Justice Club students on February 22nd.
- The RPD's Operation Cease Fire details and patrol activity continue underway. In January, six firearms were seized.

PUBLIC WORKS:

- Public Works successfully addressed recent winter storm events. Sewers Division staff has stepped in to assist the Streets Division staff with plowing, as needed.
- PW identified a damaged sewer lateral on a newly paved section of River Road. The sanitary lateral was damaged during an old storm line replacement. The repair has been completed, and the new storm line is in service. The roadway has also been resurfaced.
- PW staff is nearing the completion of tree trimming on South 4th Street, from Franklin Street to Bingaman Street.
- PW has begun planning efforts for the 2022 Great American Clean-up and Earth Day events. The event is scheduled for April 23rd. More details will be provided as they become available.

CITY AUDITOR'S REPORT
Monday, February 14, 2022

The following is an analysis of the revenue that the City has received over the last five years for these items:

- Per Capita Tax and Per Capital Tax-Prior Years;
- Business Privilege Tax and Business Privilege Tax-Prior Years;
- Business Privilege Licenses; and
- Building and Trades – Revenue/Expense.

- In 2014, the fee for Per Capita Tax was increased from \$15 to \$30, and since then, this fee has remained the same. For every \$30 fee collected, \$20 goes to the City and \$10 goes to the School District. This fee must be paid by any residents of the City who are 18 years and older.

In 2021, the City budgeted a combined amount of \$450,000 for Per Capita Tax and Per Capital Tax-Prior Years. And as of December 31, a total of \$538,229.48 in revenue has been received, which has already exceeded the 2021 annual budget by about \$88,000. When comparing amounts recorded over the last five years for Per Capita Tax and Per Capital Tax-Prior Years, the revenue recorded in 2021 is very consistent with the amounts collected over the previous two years, although the highest combined revenue amount received during this period occurred in 2020, when the City Collected about \$562,000. For fiscal year 2021, the Administration, per the City Auditor's non-binding budget recommendations, opted to increase the line item of Per Capital Tax-Prior Years from \$60,000, which had been budgeted in 2020, to \$200,000. And as of December 31, 2021, this budgeted amount has been exceeded as \$241,208.37 has already been collected. (See Table #1)

- Business Privilege Tax and Business Privilege Tax-Prior Years are the fees that the City charges business owners. These fees vary from 1.0% to 2.25% of the total gross amounts, according to the services that are provided.

As of December 31, 2021, the City collected about \$1.86 million in revenue for these line items. This has already exceeded the 2021 budget target by \$398,631.18. When comparing amounts recorded over the last five years, the total revenue collected for Business Privilege Tax and Business Privilege Tax-Prior Years has again been very consistent for the last three years, but the highest amount for this five-year period was recorded in 2018, when the City collected over \$2 million. Compared to the 2020 budget variance of negative \$222,688, fiscal year 2021 is showing a significant positive variance because a much lower combined revenue amount was budgeted in 2021.

(See Table #2)

- Business Privilege License is a \$50 annual fee that business owners pay in order to conduct business in the City of Reading. For 2021, the Administration budgeted \$280,000 in revenue for this line item. And as of December 31, \$286,163.90 has been collected, which is \$20,689.90 greater than the amount collected in 2020 for the same period. The highest amount collected during the last five years occurred in 2019, when the City collected about \$309,000 of revenue for Business Privilege License.
(See Table #3)
- As of December 31, 2021, the Department of Building and Trades has recorded about \$1.4 million in revenue and about \$1.1 million in expenditures. And the year ended with A surplus of \$296,905.77. (See Table #4)

Please note that all revenue amounts referenced above and which have been recorded as of December 31, 2021 are unaudited and subject to change. Any revenue received within the first two months of this year for these items will be accrued to fiscal year 2021.

TABLE #1

REVENUE COLLECTED FOR PER CAPITA TAX AND PER CAPITA TAX PRIOR YEARS - FIVE YEARS COMPARISON

	YTD -REVENUE		YTD -REVENUE			YTD -REVENUE		YTD -REVENUE	
	2021 BUDGET	12/31/2021	2020 BUDGET	12/31/2020	2019 BUDGET	12/31/2019	2018 BUDGET	12/31/2018	2017 BU
PER CAPITA TAX	250,000.00	297,021.11	275,000.00	292,698.00	275,000.00	233,739.00	300,000.00	256,257.00	225,000.0
PER CAPITA TAX-PRIOR YEARS	200,000.00	241,208.37	60,000.00	269,503.00	30,000.00	273,193.00	30,000.00	78,692.00	30,000.0
TOTAL	450,000.00	538,229.48	335,000.00	562,201.00	305,000.00	506,932.00	330,000.00	334,949.00	255,000.0
OVER / (UNDER) BUDGET		88,229.48		227,201.00		201,932.00		4,949.00	

TABLE #2

REVENUE COLLECTED FOR BUSINES PRIVILEGE TAX AND BUSINESS PRIVILEGE TAX PRIOR YEARS - FIVE YEARS COMPARISON

	YTD -REVENUE		YTD -REVENUE			YTD -REVENUE		YTD -REVENUE	
	2021 BUDGET	12/31/2021	2020 BUDGET	12/31/2020	2019 BUDGET	12/31/2019	2018 BUDGET	12/31/2018	2017 BU
BUSINESS PRIVILEGE TAX	1,385,600.00	1,794,398.10	1,877,750.00	1,785,381.00	1,850,000.00	1,732,318.00	1,750,000.00	1,737,739.00	1,800,000
BUSINESS PRIVILEGETAX-PRIOR	80,000.00	69,833.08	213,150.00	82,831.00	210,000.00	100,805.00	210,000.00	386,243.00	210,000.0
TOTAL	1,465,600.00	1,864,231.18	2,090,900.00	1,868,212.00	2,060,000.00	1,833,123.00	1,960,000.00	2,123,982.00	2,010,000
OVER / (UNDER) BUDGET		398,631.18		(222,688.00)		(226,877.00)		163,982.00	

TABLE #3

REVENUE COLLECTED FOR BUSINESS PRIVILEGE LICENSE - FIVE YEARS COMPARISON

	YTD -REVENUE	YTD -REVENUE	YTD -REVENUE	YTD -REVENUE
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	2021 BUDGET	12/31/2021	2020 BUDGET	12/31/2020	2019 BUDGET	12/31/2019	2018 BUDGET	12/31/2018	2017 BUDGET	12/31/2017
BUSINESS PRIVILEGE LICENSE	280,000.00	286,163.90	280,000.00	265,474.00	280,000.00	309,477.00	275,000.00	298,992.00	320,000.00	279,542.00
OVER / (UNDER) BUDGET		6,163.90		(14,526.00)		29,477.00		23,992.00		(40,458.00)

TABLE #4

BUILDING AND TRADES - 2021 REVENUE VS EXPENSE				
YTD		YTD		
2021 BUDGET	REVENUE 12/31/2021	2021 BUDGET	EXPENSE 12/31/2021	Revenue vs Expense 12/31/2021
1,407,600.00	1,409,166.07	1,130,623.00	1,112,260.30	296,905.77

Drafted by _____ Law
Sponsored by/Referred by Mayor
Introduced on 12-13-21

BILL NO. ____-2022
AN ORDINANCE

AMENDING CHAPTER 23, PART 12, OF THE CODE OF THE CITY OF READING,
DOWNTOWN REVITALIZATION PUBLIC PRIVATE PARTNERSHIP

The Council of the City of Reading hereby ordains as follows:

Section One: Chapter 23, Part 12, of the Code of the City of Reading is amended, in Exhibit A hereof.

Section Two: This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

Adopted _____, 2022

President of Council
Attest:

City Clerk
Sent to Mayor _____
Date: _____
Signed by Mayor _____
Date: _____
Vetoed by Mayor: _____
Date: _____
Over-ridden by Council:
Date: _____

EXHIBIT "A"

§ 23-1201. Authorization.

The City ~~Council~~ recognizes the need to increase the economic momentum in the Central Business District of the City of Reading, Berks County, Pennsylvania (the "City") in and around Penn Street. The City desires to partner with the ~~Greater Reading Chamber Alliance (GRCA)~~ and major stakeholders, under the direction of the Mayor, to create synergy needed to move our city forward. The City looks to use the resources and ~~ability~~ abilities of the GRCA its partners to administer an economic development strategy and initiatives including but not limited to the Main Street Program assist with an Economic Development Strategy, including but not limited to a Commercial Corridor program that will 1) promote a sense of community and unified purpose, 2) assure the historic continuity of the City's architectural heritage, 3) improve the image and perception of the City to residents and visitors and 4) strengthen economic rejuvenation of property and commerce for the benefit of all.

The Downtown Revitalization Public Private Partnership ~~is hereby authorized and shall consist of nine voting members, serving voluntarily, to serve four year staggered terms, as follows will consist of:~~

- ~~A member of City Council, initially serving a two year term, selected and appointed by City Council~~
- ~~— A representative of the Mayor's administration, initially serving a two year term, selected and appointed by the Mayor~~
- ~~— A representative of a large business, initially serving a four year term, selected and appointed by City Council~~
- ~~— A representative of a small business, initially serving a four year term, selected and appointed by the Mayor~~
- ~~— Two representatives from private entities, initially serving three and four year terms respectively, selected and appointed by the GRCA~~
- ~~— One citizen, who must be a City resident who is not employed, appointed or elected to any government position, initially serving a three year term, selected and appointed by the Mayor~~
- ~~— The City of Reading Designated Downtown Coordinator~~
- ~~— The Executive Director of Downtown Revitalization, who shall be employed by the GRCA~~
- * a representative from City Council, initially the President of Council
- * a representative from the Mayor's administration
- * the Community Development Director from the City of Reading
- * a representative from the County of Berks administration
- * a representative from the Greater Reading Chamber
- * a representative from Berks Alliance
- * a representative from the Latino Chamber

*a representative of the Reading School District
*a representative of the Reading Parking Authority
*a representative from Collegetowne
*The Downtown Coordinator

~~Each appointing entity shall have the ability to select and appoint an alternate member who shall have the same term as the full member to attend meetings and participate in the member's absence.~~

~~Any appointment made after the effective date of the October 8, 2018 amendment that does not comply with any of the requirements and conditions as stated herein shall be considered null and void.~~

§ 23-1202. Officers.

Each appointing entity shall have the ability to select and appoint an alternate member who shall have the same term as the full member to attend meetings and participate in the member's absence.

The Downtown Director shall serve as the Chair of the PPP and will facilitate the meetings, provide agendas, and lead discussions, and be the spokesperson of the public private partnership. All meetings will be memorialized by means of meeting minutes which will be distributed to the members within 10 days following a meeting.

~~The membership shall elect the positions of Chair, Vice Chair and Secretary annually at their January meeting.~~

~~—A. Chair. The Chair shall preside at all meetings and shall have the duties and powers normally vested in the Office of Chair. He/she shall enforce the bylaws and regulations of and be the official spokesperson of the public-private partnership, along with the Executive Director.~~

~~—B. Vice Chair. The Vice Chair shall carry out the Chair's duties in case of absence, incapacity, or resignation.~~

~~—C. Secretary. The Secretary will be responsible for keeping the official minutes of the public-private partnership. The monthly minutes, agenda and reports shall be provided to the City of Reading City Clerk, after they are approved by the Board.~~

~~—D. Program Manager. The Executive Director of Downtown Revitalization, will be employed by the GRCA, shall be the Program Manager, responsible to the Public Private Partnership for carrying out its Revitalization Program.~~

§ 23-1205. Purpose.

A comprehensive approach to downtown revitalization involves aesthetics, business creation, business retention, and housing possibilities – all creating a healthy and economically vibrant downtown. The public private partnership shall focus on building a stronger downtown community through a ~~five~~ **three**-year strategic plan including ~~the Main Street Commercial Corridor~~ program's four point approach of Organization, Promotion, Design and Economic Restructuring, **as well as the City's strategic plan.**

The Downtown Revitalization Public Private Partnership shall involve government officials, business organizations, and property owners to:

- Implement an effective business strategy to recruit appropriate small and large businesses;
- Encourage the development of new housing in the upper levels of commercial properties to strengthen the social and economic vitality of the downtown;
- Undertake community renewal programs at the local level;
- Facilitate an effective planning process that ensures that capital investments of public funds will enhance the aesthetics and economics of the commercial district through appropriate design that respects the historic architecture of the target area;
- Develop strategies, to update zoning requirements and building code requirements that may discourage economic reinvestment;
- Promote economic activity through a coordinated outreach and communication strategy to publicize activities;
- Measure and evaluate progress in meeting established goals.
- Preserve significant or historic buildings and provide an environment that attracts new investment to enable the adaptive reuse of these buildings for new ~~Main Street Commercial Corridor~~ enterprises;
- Develop effective communication with existing downtown merchants and residents:
- Develop a coordinated marketing effort to attract investments, prospective businesses, and new residents.

§ 23-1206. Duties.

A. Exercise administrative and general fiduciary review of the State ~~Main Street Commercial Corridor~~ program and the operations and programs of the ~~Downtown Revitalization Public Partnership Program, including but not limited to preparation of a budget, management of expenditures, operation of programs, and activities~~ **Pennsylvania Downtown Center.**

B. Authorize the ~~Executive Director of Downtown Revitalization, employed by the GRCA,~~ **the City's Downtown Coordinator** as the Downtown Revitalization Public Private Partnership Program Manager.

C. Apply for grants and other funding to successfully implement the Program.

Drafted by City Solicitor's Office
Sponsored by/Referred by Mayor's Office
Introduced on December 27, 2021

BILL N O. _____ 2022

AN ORDINANCE AMENDING THE 2022 POSITION ORDINANCE TO REFLECT A CHANGE TO THE POSITION TITLE AND SALARY OF THE MAYOR'S EXECUTIVE ASSISTANT

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1. Upon evaluation of the Mayor of Reading, the Position Ordinance shall be amended to reflect a change to the title of the position of Executive Assistant in the Mayor's Office to Special Assistant and to reflect an increase in the base salary of the Special Assistant position to SIXTY THREE THOUSAND, SIX HUNDRED AND FIFTY TWO DOLLARS AND 50/100 (\$63,652.50) per annum and an amended

SECTION 2. The change in salary and title shall be retroactive to January 1, 2022.

SECTION 3. All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

SECTION 4. This Ordinance shall become effective ten (10) days after its Adoption in accordance with Sections 219 & 221 of the City of Reading Home Rule Charter.

Enacted by Council _____, 2022

President of Council

Attest:

City Clerk

Sent to Mayor _____

Date: _____

Signed by Mayor _____

Date: _____

Vetoed by Mayor: _____

Date: _____

Over-ridden by Council:

Date: _____

Drafted by: RPA Solicitor
Referred by: RPA Director
Introduced on: January 10, 2022
Advertised on: January 31, 2022

**BILL NO. _____-2022
AN ORDINANCE**

**AMENDING CHAPTER 576 PART 9 OF THE CITY OF READING CODES,
SNOW AND ICE EMERGENCY, AS ATTACHED**

The Council of the City of Reading hereby ordains as follows:

- Section One:** The City of Reading hereby amends Chapter 576 Part 9 of the City of Reading Codes, Snow and Ice Emergency, as attached.
- Section Two:** All relevant ordinances, regulations and policies of the City of Reading, Pennsylvania not amended per the attached shall remain in full force and effect.
- Section Three:** If any section, subsection, sentence or clause of this ordinance is held, for any reason, to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.
- Section Four:** This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

Adopted _____, 2022

President of Council

Attest:

City Clerk
Sent to Mayor _____
Date: _____
Signed by Mayor: _____
Date: _____
Vetoed by Mayor: _____
Date: _____
Over-ridden by Council: _____
Date: _____

Chapter 576 Part 9

Snow and Ice Emergency

§ 576-901. Definitions.

In this Part, as accept as defined below, the ~~The~~ terms used *in this Part* shall have the meanings as defined in the Pennsylvania Vehicle Code ***unless otherwise defined below***:

DIRECTOR — The Director of Public Works or his designated representative.

COMMERCIAL CORE DISTRICT – *The downtown center for government services, offices, shopping, hotels, entertainment and cultural activity encompassing the area set forth on the Zoning Map of the City of Reading pursuant to § 600-501.*

EXECUTIVE DIRECTOR – *The executive director of the Reading Parking Authority or his designated representative.*

PARKING ZONE – *streets or highways, or portions thereof, or municipal parking lots operated by the City or the Reading Parking Authority on which parking meters or kiosks are installed, operated and used.*

SNOW EMERGENCY ROUTE — Those streets marked as such in accordance with the provisions of this Part.

STREET — The entire paved surface between curbs, open to the use of the public as a matter of right for the purpose of vehicular travel.

§ 576-902. Declaration of snow emergency.

A. In the event weather conditions make it necessary for motor vehicle traffic to be expedited and parking on City streets prohibited or restricted for snow removal or other purposes, the Mayor or, in his absence, the Managing Director shall declare a snow emergency.

B. Declaration of a snow emergency ***may occur*** ~~shall occur on any day between the hours of 7:00 a.m. and 11:00 p.m. Such declaration shall go into effect a minimum four hours after the announcement.~~ ***while snow is falling within the City; whenever there is a covering or coating of newly fallen snow; or whenever the Mayor receives a firm forecast of snow from a recognized weather forecasting service.***

C. Once in effect, prohibition under this section shall remain in effect until terminated by announcement of the Mayor, ~~with the exception that any street which is clear of snow and ice from curb to curb for length of the entire block is excluded.~~ While the

prohibition is in effect, no persons shall park or allow to remain parked any vehicle on any portion of the snow emergency routes identified in this Part. **Vehicle owners shall have a maximum of two hours following the declaration of a snow emergency to remove their vehicles from a snow emergency route.**

D. Declarations **Declaration of a snow emergency, and its subsequent termination**, shall be publicly announced by the Director as outlined in the City's emergency operations plan.

E. However, ~~nothing~~ **Nothing** in this section shall be construed to permit parking at any time or place where it is forbidden by any other provision of law.

F. **The Reading Parking Authority shall provide parking at no charge at its garages to City residents when a snow emergency is declared or there is prohibited parking pursuant to § 576-903. The Parking Authority shall control the time and manner of vehicles parked in its garages.**

§ 576-903. Prohibited parking-Declaration of prohibited parking for snow removal or inclement weather.

A. The Director may post any City street no parking at any time, for purpose of snow removal **or due to inclement weather**, regardless if ~~of whether~~ a snow emergency is declared. **Under any such circumstance, the following shall apply:**

1. When posted, it shall be unlawful for any person to park a vehicle or to fail to remove a vehicle from any place along such posted street.

2. **The Director shall post any such street with temporary "no parking" signs.**

3. **The parking restrictions shall remain in effect until otherwise declared by the Director.**

4. **Vehicle owners shall have a maximum of six two hours following a posting by the Director to remove vehicles on posted streets.**

B. **Commercial Core District and Parking Zones.** The Mayor, the Managing Director or the Executive Director may post any City street in the Commercial Core District or in a Parking Zone no parking at any time, for purpose of snow removal, or due to inclement weather, regardless of whether a snow emergency is declared. **Under any such circumstance, the following shall apply:**

1. **When posted, it shall be unlawful for any person to park a vehicle or to fail to remove a vehicle from any place along such posted street.**

2. The Executive Director shall post any such street with temporary "no parking" signs.

3. The parking restrictions shall remain in effect until otherwise declared by the Mayor, the Managing Director or the Executive Director.

4. Vehicle owners shall have a maximum of two hours following a posting by the Executive Director to remove vehicles on posted streets in the Commercial Core District or in a Parking Zone.

~~B. The Director shall post streets "no parking" using temporary signage that states "no parking" and specifies the date, time, location and reason for parking restrictions. No parking shall remain in effect till the street is clear of snow and ice from curb to road center line for the length of the entire block.~~

~~C. Vehicle owners shall have a maximum of six hours following such posting by the Director to remove vehicles on posted streets. Vehicles must be removed by the time shown on the posting.~~

§ 576-904. Moving, impounding and returning vehicles.

All members of the Police Department are authorized to remove or have removed a vehicle from a street that is in violation of the provisions of this Part. **Vehicles parked in violation of the provisions of this Part shall be subject to an immediate tow by the Police Department or the Parking Authority.** Any vehicle removed may be towed to and placed at any area designated by the Chief of Police for impounding of vehicles. All costs of removal, towing, **and** storage or parking of any vehicle removed under the provisions of this Part shall be paid by the owner of the vehicle and that vehicle shall remain impounded until all costs are paid.

§ 576-905. Signs to mark snow emergency routes.

On each street designated as a snow emergency route, the Director shall post special signs, one on each block and/or at intervals not exceed 660 feet and at all points where any street affected joins another street with the wording: "Snow Emergency Route. No Parking During Emergency. Tow Away Zone." These signs shall be distinctive and uniform in appearance and shall be plainly readable to persons traveling on the street.

§ 576-906. Official snow emergency routes.

A. The following streets are designated snow emergency routes:

Buttonwood Street
Centre Avenue
Clymer Street
Fifth Street

Fourth Street
Franklin Street
Hampden Boulevard
Hancock Boulevard
Hiester's Lane
Kenhorst Boulevard
Lancaster Avenue
Laurel Street
Mineral Spring Road
Morgantown Road
Museum Road
Old Wyomissing Road
Penn Street
Perkiomen Avenue
River Road
Schuylkill Road
Spring Street
Thirteenth Street
Walnut Street
Washington Street
Wyomissing Boulevard

B. The snow emergency routes are shown in Figure 1.²⁰

20. **Editor's Note:** The snow emergency routes map is on file in the Public Works Department.

§ 576-907. Snow removal operations.

A. The Director and Chief of Police are hereby jointly authorized to close any street and redirect traffic whenever necessary to plow, clear or otherwise remove snow. It shall be unlawful for any person to pass through a closed area, unless authorized.

B. ***Equipment owned by the*** City-owned ***or Parking Authority,*** or contracted equipment; is permitted to operate in any direction on any street, at any time upon orders of the Director ***or Executive Director.***

C. No person shall remove snow or ice from private property or any sidewalk and place ***it upon any City street*** upon the street.

§ 576-908. Violations and penalties.

A. ***No person shall park a motor vehicle in violation of any provision of this Part. Violations shall be issued in the manner and amounts set forth in Part 4 of this chapter.*** Whenever any motor vehicle is found parked or left in violation of any provision of this Part, notice of this violation shall be given, in manner provided for parking violation in the City pursuant to Part 4 of this chapter.

~~B. Every person convicted of a violation of any provision of this Part shall upon such conviction be fined \$50 and the cost of prosecution for each offense. In the default of~~

payment of such fine and cost, such persons shall be imprisoned for not more than 10 days.

Drafted by _____ City Clerk
Sponsored by/Referred by _____
Introduced on 1-24-22

BILL NO. ____-2022

AN ORDINANCE

AMENDING CITY CODE CHAPTER 180 ENTITLED "CONSTRUCTION CODES", PART 8 ENTITLED "INTERNATIONAL BUILDING CODE", SECTION 802 ENTITLED "AMENDMENTS", LETTER J. ENTITLED "INTERNATIONAL BUILDING/FIRE PREVENTION CODE BOARD OF APPEALS" ARTICLE 2 ENTITLED "MEMBERSHIP", SECTIONS 2.3 ENTITLED "MEMBERS" AND 2.4 ENTITLED "QUALIFICATIONS" BY ALLOWING THE PARTICIPATION OF HVAC, ELECTRICAL EXAMINING BOARD AND PLUMBING BOARD OF EXAMINERS TO ALSO SERVE ON THE INTERNATIONAL BUILDING/FIRE BOARD OF APPEALS

The Council of the City of Reading hereby ordains as follows:

Section One: Amending City Code Chapter 180 entitled "Construction Codes", Part 8 entitled "International Building Code", Section 802 entitled "Amendments", Letter J. entitled "International Building/Fire Prevention Code Board of Appeals" Article 2 entitled "Membership", Section 2.3 entitled "Members" is amended to read in its entirety as follows:

The Board of Appeals shall consist of seven members appointed by the Mayor and confirmed by the Council of the City of Reading as follows: one for five years, one for four years, one for three years, two for two years, and two for one year. Thereafter, each new member shall serve for five years or until a successor has been appointed. Members of the City of Reading HVAC, Electrical Examining Board and Plumbing Board of Examiners may upon appointment as provided for herein and confirmation may serve on the City of Reading International Building / Fire Prevention Board of Appeals.

Section Two: Amending City Code Chapter 180 entitled "Construction Codes", Part 8 entitled "International Building Code", Section 802 entitled "Amendments", Letter J. entitled "International Building/Fire Prevention Code Board of Appeals" Article 2 entitled "Membership", Section 2.4 entitled "Qualifications" is amended to read in its entirety as follows:

The Board of Appeals shall consist of the following professions or disciplines:

1. Registered design professional who is a registered architect; or a builder or superintendent of building construction with at least ten (10) years' experience, five (5) of which shall have been in responsible charge of work.
2. Registered design professional with structural and architectural experience.
3. Registered design professional with mechanical or plumbing experience; or a mechanical or plumbing contractor with at least ten (10) years' experience, five (5) of which shall have been in charge of work.
4. Registered design professional with electrical engineering experience; or an electrical contractor with at least ten (10) years' experience, five (5) of which shall have been in responsible charge of work.
5. Registered design professional with fire protection engineering experience; or a fire protection contractor with at least ten (10) years' experience, five (5) of which shall have been in responsible charge of work.
- 6. *Members of the City of Reading HVAC, Electrical Examining Board and Plumbing Board of Examiners may also serve on the City of Reading Building/Fire Prevention Board of Appeals provided they have ten (10) years of relevant experience, five (5) of which shall have been in responsible charge of work.***

Section Three: This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

Adopted _____, 2022

President of Council

Attest:

City Clerk

Sent to Mayor _____

Date: _____

Signed by Mayor _____

Date: _____

Vetoed by Mayor: _____

Date: _____

Over-ridden by Council:

Date: _____

Drafted by: Deputy City Clerk
Referred by: HR Director
Introduced on: January 24, 2022
Advertised on:

**BILL NO. ____-2022
AN ORDINANCE**

**AMENDING CITY OF READING CODE OF ORDINANCES, CHAPTER 70 PERSONNEL,
PART 5 LEAVE, VACATIONS AND HOLIDAYS, SECTION 70-502 HOLIDAYS LETTER A BY
ADDING JUNETEENTH, AS ATTACHED**

The Council of the City of Reading hereby ordains as follows:

- Section One:** The City of Reading hereby amends Chapter 70 Personnel, Part 5 Leave, Vacations and Holidays, Section 70-502 Holidays, Letter A by adding Juneteenth, as attached.
- Section Two:** All relevant ordinances, regulations and policies of the City of Reading, Pennsylvania not amended per the attached shall remain in full force and effect.
- Section Three:** If any section, subsection, sentence or clause of this ordinance is held, for any reason, to be invalid, such decision shall not affect the validity of the remaining portions of the ordinance.
- Section Four:** This Ordinance shall become effective ten (10) days after its adoption in accordance with 219 and 221 of the Home Rule Charter of the City of Reading.

Adopted _____, 2022

President of Council

Attest:

City Clerk

Sent to Mayor _____
Date: _____
Signed by Mayor: _____
Date: _____
Vetoed by Mayor: _____
Date: _____
Over-ridden by Council: _____
Date: _____

Chapter 70 Personnel
Part 5 Leave, Vacations and Holidays

§ 70-502. Holidays.

[Amended 5-29-2001 by Ord. No. 14-2001]

A. The following days shall be recognized by the City as paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Eve
Independence Day	Christmas Day

Drafted by: Finance Dir
Sponsored/Referred by: Mayor's Office
Introduced on: February 28, 2022

BILL NO. ____-2022

AN ORDINANCE

**AMENDING THE 2022 GENERAL FUND BUDGET TO REFLECT A TRANSFER
FROM FUND BALANCE TO COVER COSTS ASSOCIATED WITH 275TH
ANNIVERSARY ACTIVITIES**

The Council of the City of Reading hereby ordains as follows:

Section One: The 2022 General Fund Budget is hereby amended by amending the budget to provide the funds needed for activities related to the 275th Anniversary. The funds will be paid by a budget transfer from fund balance.

Section Two: Activity will be paid from the City Council Consulting Services budget, line item 01-02-09-4222. The budget amendment will result in an increase of \$65,000 to General Fund Balance line item 01-00-00-3990 and an increase of \$65,000 to the General Fund City Council line item 01-02-09-4222, Consulting Services – 275th.

Section Five: This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

Adopted _____, 2022

President of Council

Attest: _____

City Clerk

Sent to Mayor _____

Date: _____

Signed by Mayor _____

Date: _____

Vetoed by Mayor: _____

Date: _____

Over-ridden by Council:

Date: _____



AGENDA MEMO

FIRE DEPARTMENT

TO: City Council
FROM: Fire Chief William Stoudt Jr.
PREPARED BY: Fire Chief William Stoudt Jr.
MEETING DATE: February 14th 2022
AGENDA MEMO DATE: February 4th 2022
REQUESTED ACTION: AUTHORIZE THE APPROPRIATION OF FUNDS FOR THE CONSTRUCTION OF THE NEW 9TH & MARION FIRE STATION

RECOMMENDATION

The Finance Department Director and Fire Chief requests the approval of the appropriation of funds totaling \$4,000,000.00, for the construction of the new 9th and Marion Fire Station, within the Fund 43 City Facilities Construction Fund 2022 Budget. \$4,000,000.00 from 43-09-34-3990 to Line Item 43-09-34-4801

BACKGROUND

The Department of Fire & Rescue Services with the approval of the Administration and Council have acquired the services of Boyle Construction for project management, Mann's Woodward Studios as the Architect, along with Perrotto Builders, Ltd. as the General Contractor for the Construction of a New Fire Station at 9th & Marion Streets. As had been discussed previously the Fund 43 City Facilities Construction Fund was one of several funding sources for the project.

BUDGETARY IMPACT

This is an appropriation of funds within the Fund 43 City Facilities Construction Fund Budget, 43-09-34-3990, Transfer from Fund Balance, will increase by \$4,000,000 and 43-09-34-4801, Building and Building Improvements, will increase by \$4,000,000.

PREVIOUS ACTIONS

Council Authorized Bill 78-2021 which budgeted \$1MM in expenditures.

SUBSEQUENT ACTION

None

RECOMMENDED BY

The Finance Department Director and Fire Chief recommends approval.

RECOMMENDED MOTION

Approval of the appropriation of the funds as listed.

Drafted by:	Fire Chief and City Controller
Sponsored/Referred by:	Fire Chief
Introduced on:	February 14 th 2022

**BILL NO. ____-2022
AN ORDINANCE**

**APPROPRIATION OF \$4,000,000.00 FROM WITHIN THE CITY FACILITIES
CONSTRUCTION FUND BUDGET TO PROVIDE THE NECESSARY FUNDING
FOR THE 2022 CONSTRUCTION OF THE
NEW 9TH & MARION FIRE STATION.**

The Council of the City of Reading hereby ordains as follows:

Section One: The 2022 Fund 43 City Facilities Construction Fund Budget Ordinance is hereby amended by changing the ordinance to provide the funds needed for the construction of the New 9th & Marion Fire Station. The funds will be paid by a reallocation of funds within the City's Facilities Construction Fund Budget.

Section Two: The construction will be paid from the City's Facilities Construction Fund Budget, Line Item 43-09-34-4801 Building and Building Improvements. The funds being reallocated will result in an increase of \$4,000,000.00 to the Fund 43 City Facilities Construction Fund Balance Line Item 43-09-34-3990 and an increase of \$4,000,000.00 to the Fund 43 City Facilities Construction Fund Line Item 43-09-34-4801.

Section Three: This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

Adopted _____, 2022

Attest:

City Clerk

President of Council

Sent to Mayor _____
Date: _____
Signed by Mayor _____
Date: _____
Vetoed by Mayor: _____
Date: _____
Over-ridden by Council:
Date: _____



AGENDA MEMO

FIRE DEPARTMENT

TO: City Council
FROM: Fire Chief William Stoudt Jr.
PREPARED BY: Fire Chief William Stoudt Jr.
MEETING DATE: February 14th 2022
AGENDA MEMO DATE: February 4th 2022
REQUESTED ACTION: AUTHORIZE THE ALLOCATION OF AMERICAN RESCUE PLAN ACT FUNDS FOR THE CONSTRUCTION OF THE NEW 9TH & MARION FIRE STATION

RECOMMENDATION

The Finance Department Director and Fire Chief request the approval of the allocation of funds totaling \$5,000,000.00, for the construction of the 9th and Marion Fire Station, within the Fund 47 American Rescue Plan Act (ARPA) Fund 2021 Budget.

\$5,000,000.00 to Line Item 47-09-34-4801

BACKGROUND

The Department of Fire & Rescue Services with the approval of the Administration and Council have acquired the services of Boyle Construction for project management, Mann's Woodward Studios as the Architect, along with Perrotto Builders Ltd., as the General Contractor for the Construction of a New Fire Station at 9th & Marion Streets. As had been discussed previously the ARPA funding was one of several funding sources for the project.

BUDGETARY IMPACT

This is an appropriation of funds within the Fund 47 ARPA Fund Budget, which will result in an increase to the ARPA revenue fund line 47-09-34-3554(Grants and Gifts) and an increase to the expenditure ARPA Fund line 47-09-34-4801-4801(Building and Building Improvements) in the amount of \$5,000,000.

PREVIOUS ACTIONS

None

SUBSEQUENT ACTION

None

RECOMMENDED BY

The Finance Department Director and Fire Chief recommends approval.

RECOMMENDED MOTION

Approval of the appropriation of the funds as listed.

Drafted by:	Fire Chief and Fire Administrative Officer
Sponsored/Referred by:	Fire Chief
Introduced on:	February 14 th 2022

BILL NO. ____-2022

AN ORDINANCE

DRAFT 01 2/1/2022

**APPROPRIATING \$5,000,000.00 FROM THE AMERICAN RESCUE PLAN ACT (ARPA)
FUNDING TO THE 9th AND MARION FIRE STATION CONSTRUCTION PROJECT**

WHEREAS, The City of Reading City Council and the City of Reading Department of Fire and Rescue Services have recognized the need to replace the outdated fire station at 9th and Marion with a new modern fire station at the same intersection; and

WHEREAS, City Council has previously approved contracts for the project including; Project Management, Architect, and the five prime construction contracts; and

NOW, THEREFORE THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

Section One: The foregoing “WHEREAS” recitals are hereby ratified as being true and correct and incorporated herein.

Section Two: The City recognizes the need for the new station, which will allow the members of the Department of Fire and Rescue Services to respond to the COVID-19 Pandemic by being able to continue to provide both Fire Protection and Pre-

Hospital Emergency Medical care to the citizens of the Northeast section of Reading.

Section Three: The City of Reading hereby appropriates \$5,000,000.00 in American Rescue Plan Act funding to the 9th and Marion Fire Station Construction Project.

Section Four: The Appropriation will result in an increase to the ARP Fund revenue 47-09-34-3554 (Grants and Gifts) and an increase to ARP Fund expenditure 47-09-34-4801 (Building and Building Improvements) in the amount of \$5,000,000.00

Section Five: This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

Adopted _____, 2022

President of Council

Attest:

City Clerk

Sent to Mayor _____
Date: _____
Signed by Mayor _____
Date: _____
Vetoed by Mayor: _____
Date: _____
Over-ridden by Council:
Date: _____

Drafted by: Solicitor
Sponsored/Referred by: PW
Introduced on: February 14, 2022

BILL NO. ____-2022

**AN ORDINANCE
AUTHORIZING CONSTRUCTION EASEMENTS ON CITY PROPERTY FOR THE FOR THE
COUNTY OF BERKS' EBLING MEMORIAL BRIDGE PROJECT**

Whereas: Berks County is reconstructing the Ebling Memorial Bridge on Spring Valley Road over Bernhardt Creek in Muhlenberg Township.

Whereas: The City of Reading owns property that lies within Berks County's bridge reconstruction areas that will require a permanent right-of-way as well as a temporary construction easement from the City; and

Whereas: The City of Reading wishes to accept consideration for those easements and right of ways for those intended uses,

The Council of the City of Reading hereby ordains as follows:

Section One: That the terms, descriptions and conditions are approved for the portions of property described on Exhibit "A."

Section Two: The City of Reading conveys these easement and right-of-way for \$500.00.

Section Three: This Ordinance shall be effective ten (10) days after adoption pursuant to Sections 219 and 221 of the City of Reading Home Rule Charter.

Adopted _____, 2022

President of Council

Attest:

City Clerk

Sent to Mayor _____
Date: _____
Signed by Mayor _____
Date: _____
Vetoed by Mayor: _____
Date: _____
Over-ridden by Council:
Date: _____

EXHIBIT A



COUNTY OF BERKS, PENNSYLVANIA
Office of the Solicitor

Services Center, 13th Floor
633 Court Street
Reading, PA 19601

Christine M. Sadler - Solicitor

Christian Y. Leinbach, Commissioner Chair
Kevin S. Barnhardt, Vice Commissioner
Michael S. Rivers, Commissioner

Paul T. Bradshaw, Esquire
Direct Dial 610.478.8105, Ext. 8109
Email: pbradshaw@countyofberks.com

December 23, 2021

City of Reading
815 Washington Street
Reading, PA 19601

RE: Offer to Purchase Property
Spring Valley Road (Ebling Memorial) Bridge Replacement Project
Muhlenberg Township, Berks County

Dear City of Reading:

We are contacting you regarding the right-of-way needs from your Bernhart Lake property necessary to construct the referenced project. The County's design consultant is in the final design phase for the Ebling Memorial Bridge Replacement Project. As such, a valuation of your property has been completed. The purpose of this valuation was to determine the compensation to be offered for the area required from you for construction of the above project.

The amount summarized below is offered as just compensation for land which must be utilized by the County to construct and/or maintain the proposed highway facility as delineated on the plans for the project. The offered amount also includes compensation for all improvements located on the affected areas and loss in value, if any, to your remaining property.

The County is pleased to offer you the sum of \$500.00 as just compensation for the Right-of-Way and temporary construction easement as summarized below:

Type of interest required:	Size of required area:
Right-of-Way	741 ± SF
Temporary Construction Easement	741 ± SF

Dedicated to public service with integrity, virtue & excellence

www.co.berks.pa.us

City of Reading
December 23, 2021
Page #2

The waiver valuation and amount offered is summarized as follows:

1. **Direct Damages** - Compensation for your interest in the property to be acquired including improvements located thereon
2. **Indirect Damages** - Compensation for loss in value to your remaining property
3. **Temporary Construction Easement**

TOTAL DAMAGES OFFERED

\$500.00

If you agree to accept this offer of just compensation, the County is requesting that you sign this letter where indicated below as well as the duplicate copy. Kindly return one copy of the signed letter to my attention in the enclosed envelope along with the completed W-9 form that is required by the County to issue you a check for the damages. Upon receipt, arrangements will be made to execute the required documents at which time you will be given a check from Berks County in the amount of \$500.00.

After you have reviewed the enclosed documents, a meeting can be scheduled to discuss any questions or concerns you may have. Please contact Jennifer Payne with McCormick Taylor, Inc., the County of Berks' bridge engineer at 484-873-2491 should you wish to set up a meeting. The County looks forward to quickly finalizing all right-of-way and easement acquisitions to allow this vital transportation improvement project to move forward.

Sincerely,

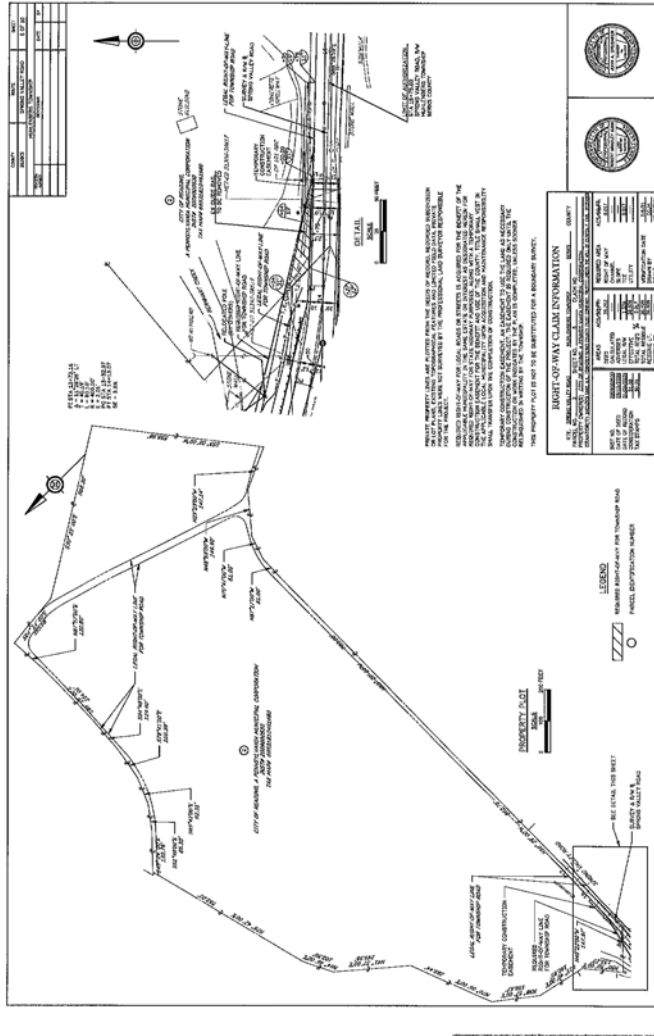


Paul T. Bradshaw, Esquire
Assistant County Solicitor

cc: Rex Levengood, County of Berks
Alan Piper, County of Berks
Jennifer Payne, E.I., McCormick Taylor, Inc.

Authorized Official	Title	Date
---------------------	-------	------

Authorized Official	Title	Date
---------------------	-------	------



Drafted by:
Sponsored/Referred by:
Introduced on:

Solicitor
PW
February 14, 2022

BILL NO. _____ - 2022

AN ORDINANCE

**APPROVING SETTLEMENT AGREEMENT PERTAINING TO THE OUTSTANDING LOANS
RELATED TO THE BOOK BINDERY BUILDING AT 148 NORTH FOURTH STREET**

THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1. The City of Reading is authorized to enter into an agreement to accept as full and final payment for all outstanding City loans for \$200,000 and other consideration more fully described in the agreement attached as Exhibit "A."

SECTION 2. This ordinance shall become effective ten (10) days after its adoption, in accordance with Sections 219 & 221 of the City of Reading Home Rule Charter.

Enacted _____, 2022

President of Council

Attest:

City Clerk

Submitted to Mayor: _____

Date: _____

Received by the Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

Vetoed by Mayor: _____

Date: _____

EXHIBIT A

AGREEMENT

This Agreement ("**Agreement**") is made as of the ____ day of ____, 2022 by and between the City of Reading (the "**City**"), a public body organized and existing under the laws of the Commonwealth of Pennsylvania and having its principal office at 815 Washington Street, Reading, Berks County, Pennsylvania,

AND

J & A Court, LLC ("**J & A Court**"), a limited liability company organized and existing under the laws of the Commonwealth of Pennsylvania and having its registered address at 5071 Cherrywood Drive, Mohnton, PA 19540. The City and J & A Court are hereinafter sometimes referred to as a "**Party**" and collectively as the "**Parties**".

Background

J & A Court is the owner in fee simple of certain real property known as 148 North Fourth Street in the City of Reading, Berks County, Pennsylvania, identified as Property ID No. 06530774711278 together with all appurtenances, fixtures, buildings and other improvements thereon (collectively, the "**Property**"). The Property is more fully described in **Exhibit "A"** which is attached hereto and incorporated herein by reference.

The City is mortgagee with respect to that certain Mortgage dated December 21, 1990 recorded on December 24, 1990 in the Office of the Recorder of Deeds of Berks County, Pennsylvania in Book 2184, Page 1187 ("**City Mortgage A**").

The City is mortgagee with respect to that certain Mortgage dated December 21, 1990 recorded on December 24, 1990 in the Office of the Recorder of Deeds of Berks County, Pennsylvania in Book 2184, Page 1217 ("**City Mortgage B**").

The City is mortgagee with respect to that certain Mortgage dated December 21, 1990 recorded on December 24, 1990 in the Office of the Recorder of Deeds of Berks County, Pennsylvania in Book 2184, Page 1225 ("**City Mortgage C**").

City Mortgage A, City Mortgage B and City Mortgage C are hereinafter collectively referred to as the "**City Mortgages**".

Certain controversies and disputes have arisen between the City and J & A Court with respect to the City Mortgages including the enforceability thereof which in order to avoid costly litigation, the Parties have now resolved and settled in accordance with the provisions of this Agreement.

NOW, THEREFORE, INTENDING TO BE LEGALLY BOUND HEREBY, and in consideration of the provisions herein contained, the legal sufficiency of which is acknowledged by each of the Parties, the Parties agree as follows:

1. Incorporation. The provisions of the background section set forth above are incorporated herein by reference and constitute an integral part of this Agreement as if set forth herein in their entirety.

2. Settlement/No Admission of Liability. This Agreement is made and entered into by the Parties by way of settlement and solely for the purpose of avoiding the burden and expense of litigation which would otherwise be imposed upon the Parties if the controversies and disputes between them remained unsettled. This Agreement shall not in any way constitute or be construed or deemed to be an admission or concession of liability on the part of either Party with respect to any matter.

3. Settlement Payment. Within five (5) business days following full execution of this Agreement, J & A Court shall pay to the City the settlement amount of Two Hundred Thousand Dollars (\$200,000) ("**Settlement Payment**").

4. Additional Consideration.

- a. J & A Court shall directly or indirectly invest the sum of Six Hundred Thousand Dollars (\$600,000) on one (1) or more projects located within the City selected by J & A Court in its sole discretion.
- b. Within sixty (60) calendar days following full execution of this Agreement, J & A Court shall donate to the City the sum of Fifty Thousand Dollars (\$50,000) to be used by the City with respect to the improvement project involving the 9th & Marion Fire Station.

5. Release /Satisfaction/Termination. In consideration of the Settlement Payment:

- a. The City hereby unconditionally and irrevocably remises, releases and forever discharges J & A Court (including all of its affiliates and its subsidiaries) and each of its past, present and future members, managers, officers, agents, servants, employees, attorneys and other representatives of any and every nature, and the respective heirs, representatives, successors and assigns of each of the foregoing (all of the foregoing being hereinafter individually and collectively referred to as "**Releasees**") of and from any and all, and all manner of, actions, causes of action, proceedings, suits, debts, dues, accounts, indebtedness bonds, covenants, agreements (other than this Agreement), contracts, instruments, promissory notes, mortgages (including each of the City Mortgages), judgments, liabilities,

claims and demands of any and every nature in law or in equity, known and unknown (individually and collectively, “**Claims**”), which against any of the Releasees, the City ever had, now has or which it or any of its successors or assigns or any of them hereafter can, shall or may have for or by reason of any cause, matter or thing whatsoever from the beginning of the world to the date of this Agreement. The provisions of this Section are intended to constitute a full, complete and general release without exception by the City of each of the Releasees.

- b. The City hereby unconditionally and irrevocably releases and forever discharges the Property of and from any and all, and all manner of, Claims and hereby terminates all agreements, contracts, instruments and other documents of any nature with or for the benefit of the City which affect the Property or impose any conditions, limitations or restrictions of any nature thereon.
 - c. In furtherance of the provisions of this Section, concurrently with the execution of this Agreement, the City shall execute and record in the Office of the Recorder of Deeds of Berks County, Pennsylvania, the following:
 - i. Mortgage Satisfaction Pieces (collectively, the “**Mortgage Satisfaction Pieces**”) with respect to the City Mortgages in the form of Exhibits “**B**”, “**C**” and “**D**” respectively, all of which are attached hereto and incorporated herein by reference, and
 - ii. Such other instruments and documents as are reasonably necessary to effect the intent of this Agreement including Sections 4.a. and 4.b. hereof.
6. Representations.
- a. In order to induce the City to execute this Agreement and perform its duties and obligations under this Agreement, J & A Court hereby represents and warrants to the City that the following are true and correct as of the date of this Agreement and shall continue to be true and correct thereafter:
 - i. J & A Court has all requisite power and lawful authority to execute this Agreement and to perform its duties and obligations hereunder.
 - ii. No consent, approval, ratification or authorization of any nature other than that already obtained by J & A Court prior to the date of this Agreement is necessary to make this Agreement legally binding upon J & A Court.
 - iii. The person executing this Agreement on behalf of J & A Court is authorized to do so.

- iv. When executed, this Agreement shall constitute the legal, valid and binding obligation of J & A Court enforceable against J & A Court in accordance with the terms and conditions set forth herein.
 - b. In order to induce J & A Court to execute this Agreement and perform its duties and obligations under this Agreement, the City hereby represents and warrants to J & A Court that the following are true and correct as of the date of this Agreement and shall continue to be true and correct thereafter:
 - i. The City is the sole legal, equitable and beneficial owner of the City Mortgages and no other person or entity of any nature, including any governmental agency or authority, has any right, title or interest of any nature in or to any of the City Mortgages or any rights to enforce the same.
 - ii. The City has all requisite power and lawful authority to execute this Agreement and to perform its duties and obligations hereunder.
 - iii. No consent, approval, ratification or authorization of any nature other than that already obtained by the City prior to the date of this Agreement is necessary to make this Agreement legally binding upon the City.
 - iv. The persons executing this Agreement on behalf of the City are authorized to do so.
 - v. When executed, this Agreement shall constitute the legal, valid and binding obligation of the City enforceable against the City in accordance with the terms and conditions set forth herein.
 - vi. Upon recordation of the Mortgage Satisfaction Pieces in the Office of the Recorder of Deeds of Berks County, the City shall have no lien or encumbrance of any nature upon the Property.
7. Opinions of Counsel.
- a. Concurrently with the execution of this Agreement, J & A Court shall cause its counsel to issue an opinion letter addressed to the City that to the best knowledge of such counsel, the representations set forth in Section 5.a. of this Agreement are true and correct.
 - b. Concurrently with the execution of this Agreement, the City shall cause the City Solicitor to issue an opinion letter addressed to J & A Court that to the best knowledge of such counsel, the representations set forth in Section 5.b. of this Agreement are true and correct.

8. Additional Document. Upon request of either Party, the other Party shall execute and deliver to the requesting Party such additional documents in recordable form as may be necessary or desirable to effectuate the intent of this Agreement.

9. Interpretation. The word “including” shall be a word of enlargement rather than a word of limitation and shall be deemed to mean “including but not limited to” rather than “including only”. Each Party has been represented by counsel who has participated in the drafting and negotiation of this Agreement and the language hereof shall not be construed for or against either Party.

10. Waiver. No failure on the part of either Party to exercise and no delay in exercising any right or remedy under this Agreement or permitted or provided by statute, at law or in equity shall operate as a waiver thereof nor an estoppel thereto, nor shall any single or partial exercise by either Party to this Agreement of any such right or remedy preclude any other or future exercise thereof, or the exercise of any other right or remedy.

11. Captions. The caption or heading of each section of this Agreement does not constitute a part of this Agreement but is for informational purposes only.

12. Severability. If any provision of this Agreement be held to be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and to this end, the provisions of this Agreement are declared severable.

13. Integration. This Agreement contains the entire understanding between the Parties with respect to the subject matter hereof, supersedes all prior conversations, discussions and negotiations with respect to the subject matter hereof and may not be amended, modified or terminated except in writing and duly executed by the Parties hereto.

14. Time. Time shall be of the essence of this Agreement.

15. Assignment. Neither of the Parties may assign this Agreement or any rights hereunder without the prior written consent of the other Party.

16. Parties Bound. This Agreement shall be binding upon each of the Parties and their respective successors and assigns.

17. Counterpart/Facsimile. This Agreement may be executed in counterparts, each of which counterpart shall be an original and all of which taken together shall constitute one and the same Agreement. The signatures of the Parties hereto may be delivered by facsimile.

18. Jurisdiction. This Agreement shall be deemed to be made under and shall be construed in accordance with the laws of the Commonwealth of Pennsylvania without regard to its principles of conflicts of law. Each of the Parties irrevocably and unconditionally:

- a. agrees that any suit, action or other legal proceeding (collectively “**Suit**”) arising out of or related to this Agreement or otherwise between the Parties shall be brought and adjudicated in any court of the Commonwealth of Pennsylvania,

- b. submits to the exclusive jurisdiction of such court for the purpose of any such Suit, and
- c. waives and agrees not to assert by way of motion, as a defense or otherwise in any such Suit, any claim that such Party is not subject to the jurisdiction of any of the above courts, that such Suit is brought in an inconvenient forum or that the venue of such Suit is improper.

19. Law. This Agreement and all controversies hereunder shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania without regard to its principles of conflicts of law.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF AND INTENDING TO BE LEGALLY BOUND HEREBY,
the Parties have caused this Agreement to be executed as of the day and year first above
written.

CITY OF READING

By: _____

Attest: _____

J & A COURT, LLC

By: _____
James P. Radwanski, Manager

Drafted by

Deputy City Clerk

Sponsored by/Referred by City Council

RESOLUTION NO. ____-2022

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Cecile Grimshaw is reappointed to the Reading Area Water Authority
with a term ending January 1, 2027.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by Deputy City Clerk
Sponsored by/Referred by Council Nominations and Appointments Committee

RESOLUTION NO. ____-2022

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Dale Eisenhofer is appointed to the HVAC Board with a term ending
December 31, 2026.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by Deputy City Clerk
Sponsored by/Referred by Council Nominations and Appointments Committee

RESOLUTION NO. ____-2022

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Kathryn Cobb-Holmes is reappointed to the Human Relations
Commission with a term ending February 14, 2026.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by Deputy City Clerk
Sponsored by/Referred by Council Nominations and Appointments Committee

RESOLUTION NO. _____-2022

THE COUNCIL OF THE CITY OF READING HEREBY RESOLVES AS
FOLLOWS:

That Peter Rye is appointed to the Planning Commission with a term
ending April 1, 2026.

Adopted by Council February 14, 2022

President of Council

Attest:

Linda A. Kelleher
City Clerk

Drafted by: Law Department
Sponsored/Referred by: PW
Introduced on: Feb 14, 2022
Advertised on:

RESOLUTION NO. _____ 2022

**AUTHORIZING THE ENGAGEMENT AGREEMENT BETWEEN THE CITY OF
READING AND EDUCATIONWORKS, INC., FOR THE CREATION OF THE CITY
OF READING CLIMATE CORPS AND AN ORDINANDIANCE FOR THE
TRANSFER OF FUNDS TO IMPLEMENT THE ENGAGEMENT AGREEMENT**

WHEREAS, the City of Reading enters into an engagement with EducationWorks, Inc., the operator of PowerCorpPHL, a City of Philadelphia initiative; and

WHEREAS, PowerCorpsPHL was designed and launched in 2013 to implement the City of Philadelphia's environmental stewardship initiatives as well as the City's youth workforce development and violence prevention priorities; and

WHEREAS, PowerCorps PHL corps members serve on projects that address environmental priorities and stewardship of public spaces; and

WHEREAS, PowerCorps PHL further works with alumni of the corps to support their transition from service to employment, post-secondary education, or continued national service; and

WHEREAS, by entering into an engagement with EducationWorks, Inc., the City of Reading likewise seeks to implement environmental stewardship projects within the City of Reading, and enrich the lives of program participants, through the creation of the Reading Climate Corps.

NOW, THEREFORE, BE IT RESOLVED, that the City of Reading Council authorizes the agreement with EducationWorks, Inc., the operator of PowerCorpsPHL, for the purpose of creating and implementing the Reading Climate Corps; and

BE IT FURTHER RESOLVED, that the City of Reading shall allocate funding in the amount of \$134,000 (one hundred thirty four thousand dollars) as specified by the agreement entered into between the City of Reading and EducationWorks, Inc.

ADOPTED THIS _____ DAY OF _____, 2022.

Attest: _____ City of Reading

City Clerk

Council President

PowerCorpsPHL Memorandum of Understanding: March 2022-February 2023

An agreement between the City of Reading Public Works and EducationWorks Inc. in regard to a local *Civilian Climate Corps* managed by the EducationWorks program PowerCorpsPHL:

PowerCorpsPHL Contact

City of Reading Contact

Julia Hillengas
Co-Founder & Executive Director
PowerCorpsPHL, Operated by EducationWorks Inc.
990 Spring Garden
Philadelphia, PA 19123
484-380-5616
juliahillengas@educationworks.org

The Honorable Eddie Morán
Mayor, City of Reading
815 Washington St.
Reading, PA 19601

Bethany Ayers Fisher
Sustainability Manager
City of Reading Public Works
Department
503 N. 6th St.
Reading, PA 19601
610-655-6320
Bethany.ayers-fisher@readingpa.gov

Commented [BA1]: Should probably be Kyle and Abe or Fred

Commented [BA2R1]:

OVERVIEW

City of Reading enters into this agreement with EducationWorks Inc., the operator of PowerCorpsPHL, a City of Philadelphia initiative funded by the Governor & Mayor Initiative AmeriCorps Competitive grant.

Commented [BA3]: We need to decide COR as a whole or Public Works

PowerCorpsPHL was designed and launched in 2013 to address the City's environmental stewardship initiatives as well as the City of Philadelphia's youth workforce development and violence prevention priorities. Partnering with EducationWorks and various recruitment partners, PowerCorpsPHL annually enrolls 100-150 disconnected young people to serve full-time for 4-10 months as AmeriCorps members. While in service, PowerCorpsPHL corps members serve on projects that address environmental priorities and stewardship of public spaces. Additionally, PowerCorpsPHL works with alumni to support their transition from AmeriCorps service to employment, post-secondary education, or continued national service.

PowerCorpsPHL proposes to engage a Pilot Cohort of 10 young adults, ages 18-26, in six months of service (28 weeks). During that term they will complete at least fifteen (15) service projects, consisting of 780 service hours per Corps member as selected by the Sustainability Manager, and connect 70% of program graduates to meaningful employment, post-secondary enrollment, and/or continued national service.

CITY OF READING and CITY OF READING PUBLIC WORKS AGREES TO:

- Work with PowerCorpsPHL, directly and through engagement of affiliated partners in and around the City of Reading, to mutually identify a total of at least 780 hours of service to be completed by AmeriCorps members with a 6-month period from the Spring to Fall season
- Provide orientation, training, and demonstrations to PowerCorpsPHL crews
- Maintain consistent contact with and support a local Program Manager employed by PowerCorpsPHL for matters regarding service project identification and planning, corps member professional development, and career pipeline engagement for program participants
- Assist to a reasonable extent in identifying or providing logistical supports necessary to perform the agreed upon service including but not limited to: identifying facilities with access to water, restrooms, and shelter near project sites; obtaining any permits needed to perform work on designated space; providing support of City assets such as heavy equipment or expertise when necessary to complete projects
- Ensure AmeriCorps members are not engaged in, nor asked to be engaged in, AmeriCorps Prohibited Activities (see attachment)
- Ensure AmeriCorps members are not used to displace City of Reading staff or union workers
- Provide orientation to the relevant City of Reading departments, assets, personnel and goals for the PowerCorpsPHL staff coordinating the program
- Work with PowerCorpsPHL to adapt program policies and procedures that align with the local City service partners
- Assist PowerCorpsPHL to a reasonable degree in funding or acquiring a vehicle that can transport the crew of 10 program participants and Crew Leader as well as basic tools or equipment, estimated at a value of \$35,000 (see attached budget)

Financial Responsibility

The City of Reading will provide additional funding necessary to support the following, valued at \$134,000 (see attached budget for additional details):

- 27.3% of the salary and benefits for 1 full-time local Project Manager
- Stipend and benefits (FICA & Workers Compensation) for five (5) AmeriCorps members
- Fuel and insurance for seven (7) months of passenger and cargo van use

POWERCORPSPHL, OPERATED BY EDUCATIONWORKS INC., AGREES TO:

- Manage all aspects of program administration and implementation including: hiring and managing local staff members; collecting data and reporting to necessary funders and stakeholders; adhering to the agreed upon program timeline; and ensuring that the program meets all agreed upon objectives within said timeline

- Apply for, manage, and report on the federally funded AmeriCorps slots through which the Corps members will be enrolled and funded
- Ensure that the City of Reading and affiliated service partners have a clear understanding of the essential components and realistic expectations of the program and service experience
- Specifically, the two staff hired to operate the program locally will be responsible for the tasks defined below:

The Program Manager will:

- Coordinate communication and information flow between PowerCorpsPHL, City of Reading staff and affiliated service partners in the Greater Reading Area
- Work with City of Reading and other service partners to identify service activities and locations that meet program objectives
- Coordinate with City of Reading staff to connect service work to ongoing Department projects
- Manage a schedule of service delivery based on priority, feasibility, and timing in collaboration with the City of Reading and affiliated service partners
- Arrange and/or provide training on *hard skills* safety and technical training and *soft skills* basic professional development as needed for AmeriCorps members to complete their service work
- Manage the Crew Leader position who will supervise the crew in the field
- Acquire the necessary work-related tools, materials, and equipment for service delivery
- Provide a safe environment that adheres to all workforce laws and regulations and comply with all safety measures outlined by the program
- Specify site-specific policies, procedures, and expectations
- Coordinate with City of Reading and service partners to provide accommodations for crews during inclement weather and, where feasible, indoor service projects
- Provide data related to service projects monthly including, but not limited to, number of acres impacted, location of projects, number of plantings, and amount of debris removed and/or recycled

The PowerCorpsPHL Crew Leader will:

- Provide direction to and supervision of AmeriCorps members while on-site
- Support AmeriCorps members in meeting service expectations including safety and technical protocols
- Support AmeriCorps members in meeting program requirements
- Record attendance daily and approve AmeriCorps members' timesheets weekly
- Track and record service work completed
- Manage and transport tools, equipment and Corps members where necessary

- Provide a safe environment that adheres to all workforce laws and regulations and complies with all safety measures outlined by the program
- Communicate frequently with City of Reading representatives and affiliated service partners to secure scope of work and expectations of service assignments
- Attend trainings and obtain certifications necessary to lead service delivery and a crew of young people in a workforce development program
- Enforce program Code of Conduct
- Follow incident reporting procedure provided by the program and City of Reading partners
- Communicate site-specific policies, procedures, and expectations to AmeriCorps members
- Work with the Program Manager to evaluate and provide feedback to corps members formally for the mid-term and end-of-term evaluations as well as informally as needed

PowerCorpsPHL AmeriCorps members are expected to:

- Complete 2 weeks of Pre-Service Orientation conducted by PowerCorpsPHL
- Wear an appropriately branded uniform in addition to any work wear and PPE that is expected on-site
- Abide by safety procedures and protocols used on-site
- Communicate planned absences, half days, late arrivals, or early leaves (appointments, leave days, etc.) to the Crew Leader
- Communicate unplanned absences (sick days, emergencies, etc.) to the Crew Leader
- Provide at least 35 hours of service per week
- Attend Corps Training Days
- Abide by the PowerCorpsPHL Code of Conduct
- Refrain from AmeriCorps Prohibited Activities
- Comply with all aspects of the AmeriCorps Member Agreement

Financial Responsibility

PowerCorpsPHL and EducationWorks Inc. will secure the required grant, match, and additional funding necessary to support the following, valued at a minimum of \$190,000 (see attached budget for additional details):

- 72.7% of the salary and benefits for 1 full-time local Project Manager
- Salary and benefits for 1 full-time local Crew Leader
- Stipend and benefits (FICA & Workers Compensation) for five (5) AmeriCorps members
- Program supplies and tools necessary for six (6) months of training and physical service
- Staff and Corps member uniforms and personal protective equipment (PPE)

This agreement is effective March 1, 2022-February 28, 2023.

The Honorable Eddie Morán
Mayor, City of Reading

Julia Hillengas
Co-Founder & Executive Director,
PowerCorpsPHL, Operated by
EducationWorks Inc.

Date

Date